

# NOTICE

## **NO HAND CARRIED BIDS! NO MAILED BIDS!**

Current security requirements established by the U.S. Capitol Police to screen mail being delivered to the U.S. Capitol Complex of buildings preclude the use of U.S. Postal Service by offerors to deliver their proposals submitted in response to this solicitation. In addition, because all packages must be screened for security purposes at a central location prior to their delivery, the Architect of the Capitol cannot accept packages containing offers handcarried directly to the Bid Room address within the Ford House Office Building, as specified elsewhere in this solicitation, or at any other location in the U.S. Capitol Complex of buildings.

Due to these unusual circumstances the Procurement Division for the Architect of the Capitol will only accept offers/proposals via UPS or FEDEX. See provision AOC52.215-1 Instructions to Offerors located in Section L for solicitations for services/supplies or the Solicitation Conditions for solicitations for construction. All handcarried offers/proposals will be rejected. Any attempt to handcarry an offer/proposal to any location in the U.S. Capitol Complex of buildings will be refused. Offerors are advised when sending proposals via FEDEX or UPS ***not*** to use same day delivery. FEDEX/UPS often subcontract out the delivery for same-day service. It is necessary for delivery personnel to arrive in a FEDEX/UPS truck and be in a uniform recognized as FEDEX/UPS. Offerors are encouraged to determine who will be making the delivery when making arrangements with FEDEX/UPS.

# NOTICE TO CONTRACTORS

The Architect of the Capitol anticipates that in 2006 the agency's contractors will have to register with the Central Contractor Registration (CCR) database. This is the primary vendor database for the U.S. Federal Government and the CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.

Registration in the CCR will become mandatory in order to be awarded contracts by the Federal Government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration at least once per year to maintain an active status.

CCR validates the vendor information and electronically shares the secure and encrypted data with the federal agencies finance offices to facilitate paperless payments through electronic funds transfer (EFT).

The AOC is now encouraging all vendors to register with the CCR if they are not already registered. Vendors can register on line at <http://www.ccr.gov>. This internet site contains all pertinent information for registration as well as provides contact points for help when registering.



<b>SOLICITATION, OFFER, AND AWARD</b> Architect of the Capitol			1. REQUISITION NO. BG 070218		2. PROJECT NO.		
3. CONTRACT NUMBER		4. SOLICITATION NUMBER RFP070106		5. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		6. TITLE: Janitorial Services for USBG Facilities	
8. ISSUED BY AOC - Procurement Division 2nd & D Streets, SW Room H2-263 WASHINGTON, DC 20515				9. ADDRESS OFFER TO (If other than Item 8) AOC - Procurement Division 2nd & D Streets, SW Room H2-263 WASHINGTON, DC 20515			7. DATE ISSUED: 07/18/2007

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

#### SOLICITATION

10. Sealed offers in original and 3 copies for furnishing the supplies or services in the Schedule will be received at the place specified in item 9 on 08/17/2007 at 2:00 pm (local time).

CAUTION - LATE Submissions, Modifications, and Withdrawals: All offers are subject to all terms and conditions contained in this solicitation.

11. FOR INFORMATION CALL: Matt Hazlinsky

TELEPHONE NO.(NO COLLECT CALLS) 202-226-0994

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#### OFFER (Must be fully completed by offeror)

NOTE: Item 13 does not apply if the solicitation includes the provision titled Minimum Bid Acceptance Period.

13. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ CALENDAR days (60 CALENDAR days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

14. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS(%)	20 CALENDAR DAYS(%)	30 CALENDAR DAYS(%)	CALENDAR DAYS(%)
15. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

16A. NAME AND ADDRESS OF OFFEROR			CODE	17. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print)	
16B. TELEPHONE NUMBER			16C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN	18. SIGNATURE	
AREA CODE	NUMBER	EXT.			
				19. OFFER DATE	

#### AWARD (To be completed by Government)

20. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:		21. ACCEPTED AS TO ITEMS NUMBERED		22. SUBMIT INVOICES VIA FAX FOR PAYMENT TO:		23. AMOUNT	
24. NAME OF CONTRACTING OFFICER (Type or print) Matt Hazlinsky				25. UNITED STATES OF AMERICA BY _____ (Signature of the Contracting Officer)			26. AWARD DATE

## Section B - Supplies or Services and Prices/Costs

THE SCHEDULE - The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services at USBG facilities in accordance with the requirements of the SOW and the contract. The Base Year period of performance will commence on October 1, 2007 and end on September 30, 2008. 1. CLINs 1, 2 and 3 are for the Base Year period of performance for each of the 3 USBG facilities. 2. CLINs 4, 5 and 6 are for the Option Year 1 period of performance for each of the 3 USBG facilities. 3. CLINs 7, 8 and 9 are for the Option Year 2 period of performance for each of the 3 USBG facilities. 4. CLINs 10, 11 and 12 are for the Option Year 3 period of performance for each of the 3 USBG facilities. 5. CLINs 13, 14 and 15 are for the Option Year 4 period of performance for each of the 3 USBG facilities. In case of discrepancy between a unit price and an extended price, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake. The Government intends to make a single contract award as a result of this solicitation and not multiple awards on a per line item basis.

### BASE

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
1	Janitorial Services for U. S. Botanic Garden Production Facility	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract.					
2	Janitorial Services for U. S. Botanic Garden Administration Building	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract.					
3	Janitorial Services for U. S. Botanic Garden Conservatory	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract.					

Lump-Sum Price for Base

\$

### OPTION 1

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
4	Janitorial Services for U. S. Botanic Garden Production Facility	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 1 Period of Performance: October 1, 2008-September 30, 2009)					



5	Janitorial Services for U. S. Botanic Garden Administration Building	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 1 Period of Performance: October 1, 2008-September 30, 2009)					
6	Janitorial Services for U. S. Botanic Garden Conservatory	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 1 Period of Performance: October 1, 2008-September 30, 2009)					

Lump-Sum Price for Option 1

\$

OPTION 2

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
7	Janitorial Services for U. S. Botanic Garden Production Facility	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 2 Period of Performance: October 1, 2009-September 30, 2010)					
8	Janitorial Services for U. S. Botanic Garden Administration Building	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 2 Period of Performance: October 1, 2009-September 30, 2010)					
9	Janitorial Services for U. S. Botanic Garden Conservatory	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 2 Period of Performance: October 1, 2009-September 30, 2010)					

Lump-Sum Price for Option 2

\$

OPTION 3

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
10	Janitorial Services for U. S. Botanic Garden Production Facility	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 3 Period of Performance: October 1, 2010-September 30, 2011)					
11	Janitorial Services for U. S. Botanic Garden Administration Building	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 3 Period of Performance: October 1, 2010-September 30, 2011)					
12	Janitorial Services for U. S. Botanic Garden Conservatory	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 3 Period of Performance: October 1, 2010-September 30, 2011)					

Lump-Sum Price for Option 3

\$

**OPTION 4**

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
13	Janitorial Services for U. S. Botanic Garden Production Facility	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 4 Period of Performance: October 1, 2011-September 30, 2012)					
14	Janitorial Services for U. S. Botanic Garden Administration Building	Total : 12.00	MO	\$	\$
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 4 Period of Performance: October 1, 2011-September 30, 2012)					
15	Janitorial Services for U. S. Botanic Garden	Total : 12.00	MO	\$	\$



	Conservatory				
<b>Description:</b> The Contractor shall provide all labor, management, equipment, personnel, tools, and supplies as necessary to perform Janitorial Services in accordance with the requirements of the SOW and the contract. (Option Year 4 Period of Performance: October 1, 2011-September 30, 2012)					

Lump-Sum Price for Option 4

\$

Lump-Sum Price for All Options

\$

Lump-Sum Price for Base and All Options

\$

## Section C - Description/Specifications/Statement of Work

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### SECTION 1 - SCOPE OF WORK FOR ALL THREE FACILITIES OF the United States Botanic Garden

1.0 The Contractor shall provide all management, supervision, labor, materials and equipment needed to provide the full range of Janitorial Services as specified in this Performance Work Statement (PWS) for the following United States Capitol Botanic Garden (USBG) Facilities:

- A. United States Botanic Garden Conservatory located at 100 Maryland Avenue SW, Washington DC, 200001.
- B. United States Botanic Garden Production Greenhouse Facility, 4700 Shepherd Pky SW, Washington DC, 20032.
- C. United States Botanic Garden Administration Office Building, 245 First St SW, Washington DC, 20024.

1.1 The Contractor shall plan, schedule, coordinate and insure effective and economical completion of all work and services specified in this contract.

1.2 The Contractor shall designate an on-site supervisor and an alternate who shall be responsible for the conduct and competent performance of work. An equally qualified alternate shall be provided to act on behalf of the supervisor, should the supervisor be unavailable for work due to illness, vacation, etc. The on-site supervisor and alternate shall be able to read, write, speak, and understand English, and have full authority to act for the Contractor. The supervisor or alternate shall be on-site during normal working hours. Any work accomplished after normal working hours shall include an English-speaking team leader capable of carrying out various tasks and assignments. The Contractor shall maintain a list of all employees working in the USBG Facilities. This list shall be maintained and updated at all times, and shall be given to the Contracting Officer (CO) or the Contracting Officer's Technical Representative (COTR) upon request. The Contractor shall provide trained and qualified personnel at all levels of required job performance. The supervisors and all assigned employees shall be able to perform the work in accordance with the Contract Documents.

1.3 The supervisor or alternate shall meet with the COTR or alternate COTR designated by the CO to discuss contract performance as needed. The Contractor shall assign sufficient daytime staffing to be responsive to complaints relating to cleaning. The supervisor or his/her representative shall respond within eight (8) hours after notification. Emergencies shall be responded to, within thirty (30) minutes after receiving notice of the emergency. The Contractor shall provide, in writing, the telephone and or pager numbers of the supervisor and alternate to the COTR within ten (10) calendar days from the effective date of the contract. The Contractor shall ensure that all files relating to the PWS (Performance Work Statement) are available for review upon request by the COTR.



1.4 Quality Control. The Contractor shall establish a complete Quality Control Program to ensure the requirements of the contract are met. It shall be submitted to the COTR for approval within ten (10) calendar days from the effective date of the contract. Any amendments to the document shall be submitted to the COTR at least ten (10) days prior to implementation for approval. The program shall, at a minimum, include the following:

1.4.1 An internal inspection system covering all the services to be performed under this contract. It shall include a checklist that will specify areas to be inspected on either a scheduled or un-scheduled basis and the title of the individual(s) who will do the inspection

1.4.1.1 The Contractor shall post inspection tour sheets at each facility location as directed by the COTR.

Note: The Contractor shall be required to sign in and sign out of each facility when entering or leaving a USBG facility. This includes both supervisors and non-supervisors.

1.4.2 The Contractor shall provide a method for identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable. This method shall be approved by the COTR.

1.4.3 The Contractor shall establish a method of ensuring that all keys or key cards issued to the Contractor by the Government are not lost, misplaced, and are not used by unauthorized persons, that shall be approved by the COTR.

1.4.4 The Contractor shall establish a file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be provided to the COTR within seven (7) calendar days from the date requested by the Government. The Government will monitor the Contractor's performance under this contract using the quality assurance procedures specified in Section 8.0.

1.4.5 Operating Plan. The Contractor shall provide an Operating Plan with proposal. Within fifteen (15) calendar days after award of the contract and after Government Review of the initial Operating Plan submission, and at the beginning of each contract period, the Contractor shall submit to the COTR a final Operating Plan, to include a detailed and complete annual schedule of the dates for all services to be performed. In addition, the schedule shall indicate the hours of the daily work and the days of the week that weekly work will be performed. The proposed schedule shall list the type of work to be performed, the areas to be worked, and the estimated time to complete the work in each area, and when scheduled services performed weekly or less frequently fall on a holiday, the alternate dates shall be specified. The Operating Plan shall also include a list of all cleaning supplies to be used, subject to the COTR approval.

1.4.6 Every working day the Contractor shall provide to the COTR or alternate COTR a listing that identifies all scheduled work that was completed during the previous day. The format of this document shall be approved in advance by the COTR.

1.4.7 Some tasks shall be performed after normal working hours. Floor stripping and waxing, shall be accomplished after normal working hours i.e. before 6:00 AM and after 5:00 PM unless special events are being held in the Conservatory. Most evening events last until 11:30 PM, but some may run as long as 1:00 AM. Flexibility for scheduling is essential. See paragraph 7.1.2.4 and 7.1.2.9 for further details on the USBG Conservatory work hours. For details on the USBG Production Greenhouse Facility, see paragraph 7.2.2.6. For details on the USBG Administrative Office, see paragraph 7.3.2.1.

1.5 Technical Exhibit. The quantities listed in the Technical Exhibit represent estimates. Ten (10) days after Contract award a joint space survey shall be conducted between the Government and the Contractor representatives to confirm and agree that figures provided in Technical Exhibit (1) are in fact accurate. Any changes to these figures shall be brought to the attention of the COTR and an appropriate modification may be required.

1.5.1 If, at any time in the life of this contract, the amount of space in a specific area of Technical Exhibit (1) changes more or less than 5000 square feet, it shall be brought to the attention of the COTR in writing by the Contractor, and an appropriate modification may be made to the contract.

1.5.2 Work Hours. See paragraph 7.1.2.4 and 7.1.2.9 for further details on the USBG Conservatory work hours and for hours when services shall be provided. For details on the USBG Production Greenhouse Facility, see paragraph 7.2.2.6. For details on the USBG Administrative Office, see paragraph 7.3.2.1.

1.6 Keys. The Contractor will be issued keys for space assigned for office and storage use (see section 3). Most space in the building will be unlocked and is accessible during normal working hours. Some areas remain locked; however, cleaning is still required in accordance with this contract and the contractor is required to make every effort to contact the COTR for access to the secured space. In such cases, the Contractor shall notify the COTR in writing that access was denied and the date that access was denied.

1.6.1 The Contractor shall be required to replace or to reimburse the Government for replacement or re-keying of locks as a result of the Contractor losing keys. In the event a master key is lost or duplicated, all locks and keys for the system shall be replaced by the Government, with the total cost deducted from the monthly payment due to the Contractor.



1.6.2 The Contractor shall report the occurrence of a lost key or keys immediately (within one day of keys being lost) to the COTR.

1.6.3 It is the responsibility of the Contractor to prohibit the use of keys issued by the Government of any persons other than the Contractor's employees. It is also the responsibility of the Contractor's employees to prohibit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas.

1.7 Utilities. The Contractor shall be directly responsible for instructing employees in utility conservation practices. The Contractor shall be responsible for operation under conditions, which preclude the waste of utilities.

1.7.1 The Contractor employees shall not adjust mechanical equipment controls for heating, ventilation and air conditioning systems.

1.7.2 Lights shall be used only in areas at the time when work is actually being performed.

1.7.3 Water faucets or valves shall be turned off after the required usage is complete.

1.7.4 Windows shall be closed and lights and fans turned off when not in use.

1.8 Telephones. Government telephones shall not be used for personal reasons, or for any toll or long distance calls. No faxes may be sent or received. Excessive personal cell phone usage during working hours is discouraged, especially in the public areas.

1.9 Identification of Deficiencies. The Contractor shall immediately notify the COTR or alternate COTR whenever a building deficiency is identified. (e.g., chemical spill, leaking pipe, stopped up sink, power outage, and doors or other equipment that appear to be working improperly).

1.10 Security. The Contractor shall comply with all applicable United States Botanic Garden security requirements and submit to security background checks for personnel as required by other provisions of this contract. (See Section G, AOC 52.223-5 Special Security Requirements - Services)

1.11 Lost & Found. It is the responsibility of the Contractor to ensure that all articles of possible personal or monetary value found by the Contractor's employees are turned into the Facility Manager for the building: John M. Gallagher. (202) 225 6646.

1.12 Contractor Personnel. The COTR has the authority to restrict the employment, under the contract, of any Contractor employee who is identified as a potential threat to the health, safety, security, general well being or operational mission of the Facilities and their populations. The COTR may require the Contractor to remove any employee from the job site found objectionable by the Government. The removal from the job site of such persons shall not relieve the Contractor of the requirement to provide sufficient personnel to perform adequate and timely services.

1.12.1 The Contractor shall immediately notify the COTR in writing when a decision to terminate key personnel has been made.

1.12.2 The Government may require medical screening of Contractor personnel, at Contractor expense, to ascertain whether employee(s) have been using controlled substances.

1.13 Uniforms. All Contractor employees shall present a neat appearance and be easily recognized. All employees shall wear Contractor-issued distinctive clothing bearing a distinguishable emblem or patch. The COTR must approve the clothing. All Contractor employees are expected to be in uniform within thirty (30) days from the date he/she is hired. AOC/USBG will issue employees a picture ID Card. They must display the ID card at all times.

1.14 Training. The Contractor shall ensure appropriate staff participation in any training scheduled by the Government during normal working hours. This shall include Quick Mask or emergency evacuation training.

1.15 The Contractor shall ensure all work shall be performed in a good workmanlike manner consistent with the standards of the trade.

1.16 Eating, drinking, smoking, and the storage/preparation of food or beverages is prohibited in all areas except those designated by the COTR, such as the facility break room. Smoking is prohibited on the roof tops, inside the buildings, especially in any plant areas (greenhouses) and inside basements. Smoking is only allowed in designated exterior areas as identified by the COTR.

## **SECTION 2 - SAFETY AND HEALTH**

2.1 The Contractor shall notify the COTR in writing at least fourteen (14) calendar days prior to intended use of any chemicals. All chemicals must be stored properly if stored within the government buildings. Material Safety Data Sheets (MSDS) will be made available for all said chemicals. Contractor shall provide proof of Hazard Communication training for its employees. (See Section I, 52.223-3 Alt I Hazardous Material Identification and Material Safety Data - Alternate I)



2.2 Contractor is responsible to train, supply and require employees to wear proper personal protective equipment (PPE) pertinent to their jobs such as gloves and eye protection (protective gloves when emptying trash receptacles). Contractor shall provide the proper PPE to their employees based on the job hazard.

2.2.1 Contractor employees shall report surfaces that are obviously contaminated with blood or bodily fluid to the USBG and to the COTR before removing or handling such items. Contractor employees must wear gloves when handling such items or surfaces obviously contaminated with blood or bodily fluid. The Contractor shall report all such cases to the COTR and the USBG immediately. Contractor shall provide proof of BloodBorne Pathogen training for its employees within 30 days of Contract Award.

2.2.2 Hands and other skin surfaces should be washed immediately (right after gloves are removed) and thoroughly with water and antiseptic cleanser if contaminated with blood or other bodily fluids.

2.3 Contractor Employees shall wear eye protection when cleaning toilets, sinks, or other fixtures, as needed for safety.

2.4 Clothing which becomes contaminated with blood or other bodily fluids shall be removed immediately (or as soon as possible) and separated from other clothing until properly laundered.

2.4.1 Areas and equipment, which become contaminated with blood or other bodily fluids, shall be cleaned immediately with a bleach solution in accordance with existing practices.

2.5 Precautions shall be taken to prevent injuries caused by needles, syringes and other sharp objects. The Contractor shall report such items (if found) to the USBG and the COTR immediately. The Contractor shall allow the USBG to remove such items.

2.5.1 Contractor employees shall report all injuries, no matter how slight, to the Contractor's supervisor immediately (within 30 minutes of the time the injury occurred). All injuries shall also be reported to the COTR and the Government Safety Office.

2.6 Caution-wet-floor signs are to be used as needed whenever a slippery floor condition is identified. Once the condition has been corrected, the signs shall be picked up to prevent them from becoming a tripping hazard. Contractor will assure that signs are provided and at all locations.

### **SECTION 3 - RESERVED**

### **SECTION 4 - DEFINITIONS**

4.1 Contracting Officer (CO): A Government Employee who has the authority to enter into and administer contracts and make determinations, findings with respect thereto, or with any part of such authority.

4.2 Contracting Officer's Technical Representative (COTR): A Government Employee who is appointed in writing by the Contracting Officer and who is responsible for monitoring and technical direction of the contract.

4.3 Emergency Service: Any emergency service that occurs during normal hours, or when the Contractor Staff is on site. Emergency service is required to keep all assigned areas safe. Emergency service includes cleaning up water or debris caused by inclement weather, precipitation, wind, broken or leaking pipes, sinks, toilets, drinking fountains, mud or water tracked through the buildings, spilled drinks, and other similar occurrences. Since the purpose of this service is to help eliminate the risk of personal physical injury, it may be reported to the Contractor by any occupant, at any time, and the Contractor must respond immediately. Any question to the legitimacy of an emergency service request shall be immediately (within 24 hours) brought to the attention of the COTR in writing.

4.4 Vacant Space: Any office space designated by the COTR that is unoccupied, and not being used to conduct business.

4.5 Shall: This word is used in connection with the Contractor and specified that the provision is binding.

4.6 Daily: Services performed once or more every 8 hour - period.

4.7 Weekly: Services performed once every seven (7) day period with a minimum of five (5) days between services.

4.8 Bi-weekly: Services performed during each fourteen (14) day period with a minimum of ten (10) days between services.

4.9 Monthly: Services performed during calendar months at intervals of twenty-eight (28) to thirty-one (31) days.

4.10 Bi-Monthly: Services performed once every sixty (60) calendar days, with a minimum of four-five (45) days between services.

4.11 Quarterly: Services performed during the contract period at intervals of eighty (80) to one hundred (100) days. It is to be considered that there are four (4) quarterly periods within any twelve (12) month period. The Contractor shall endeavor to adhere to a ninety (90) day schedule for the various sections. These services are subject to advance scheduling.

4.12 Semi-Annually: Services performed during the contract period of 160 to 200 days. It is to be considered that there are two (2) semi-annual periods within any 12 month period. These services are subject to advance scheduling.

4.13 Annually: Services performed during the period at intervals of every 262 to 365 days. It is to be considered that there is one annual period within any 12-month period. These services are subject to advance scheduling.

4.14 Windows: All glass surfaces around the perimeter of the buildings. Included also are various interior finishes such as door glass and glass partitions, etc .

4.15 Floor Maintenance: Floor maintenance includes the techniques of dry buffing, spray buffing, stripping and waxing.

4.16 Janitorial Closet: Various points throughout the buildings for storing equipment including mops, brooms, dust cloths, and other items.

4.17 Trash Compactor Operator: Operator of trash compactor.

4.18 Refuse: Rooms or areas that may be used for the collection of solid waste (garbage, debris, trash, rubbish), shall be cleaned on a daily basis.

(Note: carts and containers used for collection and/or storage of waste material shall be non-combustible or flame resistant construction.)

4.19 29 CFR: 29th edition, Code of Federal Regulations.

4.20 Reserved

4.21 Office: A room in which administrative and/or clerical activities are conducted.

4.22 Main Corridor: Passageway.

4.23 Secondary Corridors: All corridors other than the main corridor.

4.24 Dusting: Application of treated hand dust rag on all horizontal and vertical surfaces below 72 inches

4.25 Spot Cleaning: Removal of stains or marks from specific areas of carpeted or tiled floors.

4.26 Normal Working Hours: 7:00 a.m. to 5:00 p.m., 7 days a week including holidays.

4.27 Metal Polishing: The application of a COTR or alternate COTR approved polish in accordance with manufacturer recommendations for various metal surfaces.

4.28 Wood Polishing: The application of a COTR or alternate COTR approved polish in accordance with manufacturer recommendations for various wood surfaces.

4.29 Vacuum: To utilize vacuum machine to vacuum all exposed non-carpeted surfaces.

## **SECTION 5 - GOVERNMENT FURNISHED PROPERTY**

5.1 The Government shall provide designated space in the building and a reasonable amount of utilities from existing sources. These utilities are to be used with the performance of this contract. The Contractor shall maintain such building space to the same standards as similar areas occupied by the Government. The Contractor shall not make any alterations to the space except with written permission of the COTR. The Contractor shall vacate such building space and restore the premises to the condition in which received, at its expense, fair wear and tear excepted, by end of contract period.

5.1.1 Space may be assigned, as available in the building, for the storage of an inventory of supplies and equipment that will be used in the performance of work under the contract. The supplies and equipment will be used in the performance of work under the contract. The Government will not be responsible in any way for damage or lost of parts or equipment.

5.2 Reserved.

5.3 Telephones for the Contractors use in making calls in the buildings for business purposes. The Contractor shall arrange with the telephone company for the installation at the Contractor s expense of private outside business for his/her use in making calls outside the building.



## **SECTION 6 - CONTRACTOR FURNISHED PROPERTY**

6.1 The Contractor shall provide everything (including all cleaning materials) required to execute the contract except for the items included in section 3.0 of the contract. The Contractor shall provide Material Safety Sheets (MSDS) to the COTR for approval prior to the use of any chemicals. (See Section I, 52.223-3 Alt I Hazardous Material Identification and Material Safety Data - Alternate I)

6.1.1 All applicable contractor-furnished equipment (e.g., cleaning carts, scrubbers, buffers, vacuums, etc ) shall include bumpers/guards of some type to prevent marking or scratching of fixtures, furnishings, or building surfaces.

6.1.2 All electrical equipment used by the Contractor shall meet all safety requirements of this contract and shall be UL approved. None of this equipment shall be altered or used if damaged, especially in regards to the equipment's electrical ground being removed. This refers to a conventional 3 prong electrical plug. This equipment must operate using existing building circuits. It shall be the responsibility of the Contractor to prevent the operation or attempted operation of electrical equipment, or combinations of equipment, which require power exceeding the capacity building circuits. Inoperable equipment is not cause for tasks not to be performed; appropriate deductions will be made by the COTR.

6.1.3 The Contractor shall furnish replacement black/gray plastic trash can liners for each trash can.

6.1.4 The Contractor shall furnish toilet paper, hand soap, replacement deodorizer cartridges for all toilet rooms. The vendor should also supply paper towels for staff areas in Conservatory and Administration Building. Samples shall be submitted to the COTR for approval prior to installation, and whenever a change occurs. All products should be bio-based and environmentally sound in accordance with mission of the USBG.

6.1.4.1 The Contractor shall install and furnish and stock feminine sanitary supplies in the Women's restrooms, refund for malfunctions and keep dispensers in working order.

6.1.5 The Contractor shall provide protective gloves, safety eyeglasses and any other safety equipment needed to execute the contract.

6.1.6 The Contractor shall provide the necessary labor, supplies and equipment needed to empty the trash cans and stone ash trays at the entrance to the Conservatory, in accordance with the terms of the contract.

## **SECTION 7 - SPECIFIC TASKS**

7.0 The following paragraph 7.1 specifications are central to the USBG Conservatory public building. Specifications for the USBG Production Facility Greenhouse operation can be found under paragraph 7.2. Specifications for the USBG Administration Building can be found under paragraph 7.3.

### **7.1 United States Botanic Garden Conservatory**

7.1.1 Location. United States Botanic Garden Conservatory located at 100 Maryland Avenue SW, Washington DC 20001

#### **7.1.2 GENERAL STATEMENT**

The United States Botanic Garden Conservatory is a living plant museum and greenhouse displaying 4,000 plants. Most of its 50,000 square feet is devoted to planted exhibit beds of lush tropical, subtropical foliage and dryland plants. There are concrete, wooden and metal walks throughout the greenhouse, 2 concrete gallery exhibit halls and a front entrance foyer with side multi-use areas.

It is open to the general public seven days per week, 365 days a year and is an official extension of the U. S. Congress. The office space is minimal and outlined below.

Daily: Monday to Sunday.

Hours of Operation to the Public: 10 AM to 5:00 PM. Evening hours at Holidays in December and in summer until 8:30 PM.

The Contractor shall comply with the following in the greenhouse area:

7.1.2.1 Sensitivity to USBG plant collections is paramount. No solvents, chemicals shall contact the planted areas, plants or soil. The USBG also has beneficial insects and creatures in the greenhouses as part of the USBG extensive Integrated Pest Management Program. Fumes and dust are as destructive as chemical solutions. Extreme care shall be exercised to ensure the health of the fauna and flora that exists in the greenhouses.

7.1.2.2 Hospital type cleanliness is essential. The USBG serves the public, therefore, safety and cleanliness and professionalism are the USBG's number one priorities. Trash receptacles shall be wet wiped and sanitized.



7.1.2.3 The Contractor shall provide direct supervision of personnel. The Contractor's staff shall act professional and be able to communicate and direct the public on an as needed basis. Managers or supervisors shall check in with their staff on a routine basis as well as contact the COTR or alternate COTR for a progress report.

7.1.2.4 Because of the varied shifts involved, flexibility within the USBG Conservatory time frames in order to accomplish the janitorial tasks is essential. It is possible that major cleaning and waxing of floors could take place after midnight and before 6:00 AM if events are scheduled in the Conservatory. Most evening events in the Conservatory last until 11:30 but some may run as long as 1:00 AM. It is essential that detailed floor cleaning be done weekly and after hours.

7.1.2.5 All janitors shall review their workload with the COTR or alternate COTR upon starting their daily or weekend routine to ensure that any new working conditions are explained in detail. Janitors shall check in with the Contractor's managers throughout the day, or every two-three hours to see if any emergencies require handling quickly and efficiently.

7.1.2.6 The Contractor shall use environmentally sound and bio-based products and equipment. Green Seal products are required. The USBG requires toilet paper, sanitary products and plastic garbage bags for the rest rooms and paper towels for staff area only.

7.1.2.7 USBG recycled materials are picked up by USBG personnel. The Contractor is not required to remove USBG recyclables. However, the Contractor is required to remove its own recyclables from the premises.

7.1.2.8 Sweeping or Dust Mopping: This section applies to the floor areas of all assigned spaces. Floors shall be swept and dust mopped so as to present a clean and orderly appearance with no loose dirt or streaks in evidence, including corners and places inaccessible to the mop. Surface accumulation of hardened dirt that cannot be loosened by other means including washing, shall be scraped and then removed by sweeping. All dirt, dust, and surface contamination, except embedded dirt and stains, shall be removed by the sweeping method. Care shall be taken in the use of the sweeping, mop or brush, to prevent marring of baseboards, paint, furniture or equipment.

7.1.2.8.1 Scrubbing or Wet Mopping: (Please see special note below.)

Note: Under no circumstances may solvents, chemicals or soapy water contact the planted areas, plants, or soil. Fumes and dust are just as destructive as chemical solutions and soapy water. The contractor shall exercise extreme care to ensure no impact to the health of the fauna and flora that exists in the Conservatory greenhouse environment.

The least amount of water, soap solution, or water cleaner solution required to remove dirt and rinse floors shall be used. Flooding of floors shall be avoided at all times. Rinse water shall be changed frequently. Floors shall be mopped, rinsed, and dried in small areas at a time to reduce the possible water damage. The Contractor shall prevent the splashing of baseboards, furniture, or other equipment with mop water, and prevent water from seeping under furniture, baseboards or equipment. Hard to reach places, such as corners that are inaccessible with the mop shall be carefully cleaned and dried by hand or other methods approved by the Government. All mopped floors shall represent a clean appearance free from streaks, smears, or dirt residue. All scuff marks and stains shall be removed. When floors cannot be satisfactorily cleaned by sweeping or mopping, they shall be scrubbed by hand or machine.

There shall be no mop strings left on the floors and the surfaces shall be left dry. In cleaning un-waxed floors, use clean water in mopping areas where traffic and dirt accumulation is light. In areas where accumulation is heavier, use clean water with ammonia emulsion finish. The solution shall be no stronger than is required to remove the dirt. Wet mops shall not be allowed to sour.

7.1.2.8.2 Waxing: The surface for waxing shall be cleaned, stripped and free of scuff marks and dirt smears. Two coats of wax or floor dressing shall be applied, allowed to dry, and buffed with an electric type polishing machine using brushes of a type suitable for the surface and as approved by the Government. In applying wax floor dressing, the Contractor shall insure that no wax or floor dressing is splashed on walls, baseboards, furniture, or other surfaces. If such material is splashed upon these surfaces, the Contractor shall immediately remove the same. In the event that splashed wax or floor dressing leaves a permanent stain, the Contractor shall be responsible for returning the area in question to a condition equal to that which existed prior to the work. If necessary, this shall include repainting a section of wall to the satisfaction of the COTR or alternate COTR. The Contractor shall remove build-up on floors next to walls or furnishings.

7.1.2.8.3 Rugs and Carpet Shampooing: Upon completion, rugs and carpets shall be free of streaks, stains and spots and shall have a bright uniform color. Rugs/carpets shall be brushed against pile-lay with a stiff desk brush to loosen soil and open pile tufts in preparation for shampooing. Spots of ink, oil and other stains shall be removed without wetting the rug backing. Corners, stairs, and areas under fixed equipment may be shampooed with a hand brush. Cotton pile, because of the tendency to flatten, shall be deck brushed to erect the matted pile after initial shampooing to effectively clean all sides of the pile tufts. The Contractor shall Remove fluff lint dislodged by the shampoo brushing and vacuum against the pile tufts. Shampooing shall be performed by either the dry or wet (including steam) method.

#### 7.1.2.9 SPECIAL EVENTS

7.1.2.9.1 The Conservatory Greenhouse is used after public hours for Congressionally related events throughout the year. These events



are sponsored by the U.S. Congress for their constituents, and are held 2-3 nights per week from approximately 5:30PM to 11:30PM and sometimes 1:30 AM. These events are catered and the caterers are required to clean up after each event. However, the public rest rooms shall be cleaned and ready for use each morning by 10AM after any of these events. All events are known in advance and a schedule will be provided by the USBG to the Contractor. The Contractor shall be on duty during these events and shall be responsible to keep restrooms clean and assist in catering clean up, especially spills.

7.1.2.9.2 After Hours Functions and Events. From 5PM until 11:30 PM or later. The USBG hosts approximately 50 to 80 events during the per year that include 75 to 450 people per event.

7.1.2.9.3 Specific Contractor duties at After Hours Events include the following:

- a. The Contractor shall be notified of the hours to work by the COTR or alternate COTR at least 48 hours before event.
- b. The Contractor is expected to assist during each event and to perform any clean up required or spills.
- c. The Contractor shall use the time after the evening event to prepare restrooms for 10AM opening (as above).
- d. The Contractor shall provide any extensive mopping, scrubbing, food extraction from cracks, grease treatment, etc. to prepare the public areas and West Service Corridor near the kitchen ready for the following day opening at 10AM.
- e. The Contractor can be released by the USBG event monitor in lieu of the COTR. This usually occurs after the caterer is released and a walk through has taken place. The release can take place between the hours of 10:00 PM to midnight depending on completion of the event.
- f. The caterer is responsible for cleaning the public areas of the event including sweeping broken glass, wiping up spills, and picking up trash and decor debris; the caterer is also responsible for general cleanup of the kitchen areas and service corridor area.
- g. The Contractor is responsible for doing large area mopping of the public areas or deep cleaning to remove ground in food or oil or wine stains as noted above in paragraph e of this section.
- h. During down time, it is anticipated that the Contractor personnel on duty for special events clean the office areas, glass doors and windows as well as all areas not in the proximity of the event.

7.1.3 TOILET ROOMS Men s 400 square feet (8 toilets, 5 urinals, 5 sinks)  
Women s 480 square feet (10 toilets, 8 sinks)

#### 7.1.3.1 Daily

7.1.3.1.1 Sweeping and Scrubbing: Sweep and scrub floors utilizing a cleaner/disinfectant. All surfaces shall be dry and the corners clean. All grout must be cleaned thoroughly.

7.1.3.1.2 The Contractor shall clean all fixtures including metal chrome surfaces water closets, urinals, washbasins, showers stalls, mirrors, waste receptacles, shelving, dispensers and wall surfaces, utilizing a cleaner/disinfectant. Raise water closet seats. (Use of a strong neutral soap solution is preferred by the Government.) Toilet bowls and urinals shall be de-scaled and the entire surface shall be free from stains, scale, scum, urine deposits and rust stains. All rest rooms are to be cleaned five (5) times a day preferably at the following times:

Men s Room:

AM before 10:00 AM

11 AM, 1:00PM, 4:00 PM

5 PM (after public closure and before evening event starts. On high visitation (over 1,500 people) days, bathrooms need to be cleaned every hour.

Ladies Room:

Same as above except additional cleaning shall be provided to the room by a female custodian daily on the following schedule to avoid closing the room down completely:

Monday to Friday - 1 hour from 2:30 to 3:30 PM

Saturday, Sunday, Holidays - 2 hours from 2:00 PM to 3:00 PM.

7.1.3.1.3 Bowl/urinals shall be scrubbed clean as far into the trap as possible and under the inside rim. Removal of stains with soap grit or grit cake is allowed; however, the use of toilet bowl cleaners, acids, or strong alkalis which tend to damage glaze shall not be allowed. Cleaning shall include the seat, interior/exterior of bowl/urinal, flash valve, and polishing piping. This shall be accomplished twice daily,

7.1.3.1.4 Servicing: Empty waste receptacles, hand & shower soap. Empty, clean and disinfect sanitary napkin receptacles; replace soiled bags with new ones. Check deodorizers and replace cartridges when necessary. Collect soiled bags in separate containers for disposal. Rest rooms shall be inspected, re-supplied and maintained for use. This shall be accomplished twice daily.

7.1.3.1.5 Spot Cleaning: Smudges, marks or spots shall have been removed without causing unsightly discoloration. Spot clean all surfaces to include the walls.

7.1.3.1.6 Dusting: Dusting shall be done daily throughout each facility.

7.1.3.1.7 Policing: During the day, empty waste paper receptacles both inside and outside and services dispensers, police rooms and outside areas. Clean washbasins as traffic demands .

7.1.3.1.8 The Contractor shall service all toilet rooms to maximum capacity during the afternoon of the last day of the contact period. Dispensers stock of paper supplies and hand soap remaining at the termination of the last official workday shall not be removed.

Rooms need to be left clean and sanitary. Stains need to be reported to the COTR.

#### 7.1.3.2 Weekly

7.1.3.2.1 Wet Mopping and Spray Buffing: Damp mop and spray buff all resilient floors.

7.1.3.2.2 Damp Wiping: Damp wipe the full surface area of all stall partitions, doors, and wastepaper receptacles utilizing a multipurpose (disinfectant-deodorizer) cleaner.

#### 7.1.3.2.3 Quarterly

7.1.3.2.4 Stripping: Strip and apply four (4) coats of floor finish to hard and resilient floors. All old finish or wax shall have been removed.

7.1.3.2.5 Finishing: Walls, baseboards and other surfaces shall be free of finish residue and marks from the equipment.

#### 7.1.4 OFFICE SPACE

Manager s Office - 80 square feet  
 Facility Manager - 140 square feet  
 Horticulture Room - 250 square feet  
 Lunchroom - 330 square feet

Stairwells 2 three landing south addition

Wipe all stairs, railings, walls. Sweep and damp mop stairwell and landings with clean water. Change water frequently.

Corridors - 1,050 square feet - 1st floor addition - 2 corridors east and west.

Basement - 450 square feet

Catering Kitchen - 160 square feet

Wet wipe kitchen counters, walls, woodwork, exterior of cabinets, refrigerator, inside of microwave. Sweep, heavy duty scrub and apply sealer to tile flooring. Clean all reachable glass.

7.1.4.1 Daily cleaning of appliances in staff kitchenette that includes refrigerator emptying and cleaning, stove, sink and dishwasher. Wipe all cabinets.

7.1.4.1.1 Empty trash receptacles shall be done twice (2 times) a day if necessary. The Contractor shall insure that trash receptacles are empty at the end of each workday.

#### 7.1.4.2 Weekly

7.1.4.2.1 Vacuum, mop, sweep and spot clean (2 times/week).

7.1.4.2.2 Dust and Damp wipe.

#### 7.1.4.3 Semi-annually



#### 7.1.4.3.1 Strip and wax all bare floors.

#### 7.1.4.3.2 Corridors - East and West (South Addition)

Sweep the concrete floor and apply initial sealer

Clean, polish and sanitize drinking fountains

Sanitize telephones

Wipe glass partitions

Wet wipe all stairs, railings, walls. Check all corners and behind the doors.

#### 7.1.5 SHOWER AND LOCKER ROOMS

##### 7.1.5.1 Daily

7.1.5.1.1 Sweeping and Scrubbing: Sweep and scrub floors utilizing a cleaner/disinfectant. All surfaces shall be dry and the corners clean.

7.1.5.1.2 Clean all fixtures including metal chrome surfaces water closets, urinals, washbasins, showers stalls, mirrors, waste receptacles, shelving, dispensers and wall surfaces, utilizing a cleaner/disinfectant. Raise water closet seats. (Use of a strong neutral soap solution is preferred by the Government.) Toilet bowls and urinals shall be de-scaled and the entire surface shall be free from stains, scale, scum, urine deposits and rust stains. This shall be accomplished twice daily, morning hours (8:00 am to 10:00 am) and afternoon hours (2:00 pm to 4:00 pm) and once a day cleaning on Saturday and Sunday.

7.1.5.1.3 Bowl/urinals shall be scrubbed clean as far into the trap as possible and under the inside rim. Removal of stains with soap grit or grit cake is allowed; however, the use of toilet bowl cleaners, acids, or strong alkalis which tend to damage glaze shall not be used. Cleaning shall include the seat, interior/exterior of bowl/urinal, flash valve, and polishing piping. This shall be accomplished twice daily, morning hours (8:00 am to 10:00 am) and afternoon hours (2:00 pm to 4:00 pm) and once a day cleaning on Saturday and Sunday.

7.1.5.1.4 Servicing: Empty waste receptacles, provide paper towels, hand & shower soap, toilet paper and seat cover dispensers. Empty, clean and disinfect sanitary napkin receptacles; replace soiled bags with new ones. Check deodorizers and replace cartridges when necessary. Collect soiled bags in separate containers for disposal. Restrooms shall be inspected, re-supplied and maintained for use. This shall be accomplished twice daily, morning hours (8:00 am to 10:00 am) and afternoon hours (2:00 pm to 4:00 pm) and once a day cleaning on Saturday and Sunday..

7.1.5.1.5 Spot Cleaning: Smudges, marks or spots shall have been removed without causing unsightly discoloration. Spot clean all surfaces, to include walls.

7.1.5.1.6 Policing: During the day, empty waste paper receptacles both inside and outside and service dispensers, police rooms and outside areas. Clean washbasins as traffic demands .

7.1.5.1.7 The Contractor shall service all toilet rooms to maximum capacity during the afternoon of the last day of the contact period. Dispensers stock of paper supplies and hand soap remaining at the termination of the last official workday shall not be removed.

##### 7.1.5.2 Weekly

7.1.5.2.1 Wet Mopping and Spray Buffing: Damp mop and spray buff all resilient floors.

7.1.5.2.2 Damp Wiping: Damp wipe the full surface area of all stall partitions, doors, and wastepaper receptacles utilizing a multipurpose (disinfectant-deodorizer) cleaner.

##### 7.1.5.3 Monthly

7.1.5.3.1 Dusting shall be done monthly throughout each facility high and low to include the tops of the lockers.

##### 7.1.5.4 Quarterly

7.1.5.4.1 Stripping: Strip and apply four (4) coats of floor finish to hard and resilient floors. All old finish or wax shall have been removed.

7.1.5.4.2 Finishing: Walls, baseboards and other surfaces shall be free of finish residue and marks from any equipment used.

##### 7.1.5.5 Annually

7.1.5.5.1 Doors - 14 Monumental types

entrance doors - 3 pair in front, 2 pair south transition Emergency Exits

glass doors - 8 swing from galleries and foyer  
 20 sliders in vestibules and greenhouses  
 Clean and polish hardware  
 Clean glass areas including metal surfaces  
 Clean display glass areas.

#### 7.1.5.5.2 Galleries - 1,860 square feet

Clean and polish hardware with stainless steel cleaner  
 Clean display glass areas.

#### 7.1.5.5.3 Elevator - 20 square foot cab in Jungle. Clean all reachable glass and air vents.

### 7.1.6 DRINKING FOUNTAINS

#### 7.1.6.1 Daily

7.1.6.1.1 Clean drinking fountains. The porcelain, plastic or stainless steel surfaces shall be clean and bright, and they shall be free of dust, spots, stains and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustation. There shall be no mineral or calcium buildup on bubblers. Drinking fountain tops and plumbing hardware shall be washed by using a neutral soap solution, which shall be removed by a damp clean cloth.

### 7.1.7 HIGH TRAFFIC AREAS

7.1.7.1 Areas near doors and in corridors that become wet and dirty due to foot traffic during inclement weather shall be mopped to reduce safety hazards and to prevent damage or deterioration to the floor surface. Mopping shall not exceed four (4) times per day.

### 7.1.8 WINDOWS AND GLASS

#### 7.1.8.1 Semi-annually

7.1.8.1.1 Window washing: Wash all interior building glass. Note: All window washing shall be scheduled two weeks in advance with COTR or alternate COTR's approval. Washed glass shall be clean and free of dirt, grime, streaks, and excessive moisture and shall not be cloudy. Window sashes, sills, woodwork and other surrounding interior glass shall be wiped free of drippings and other watermarks.

### 7.1.9 WINDOW BLINDS

#### 7.1.9.1 Annually

7.1.9.1.1 Washing blinds: Remove from the windows to a COTR approved area and wash. Blinds shall be returned and hung within two (2) working days. Both sides of blinds slats shall be clean and free of dust.

7.1.9.1.2 Dusting of window blinds: Dust or vacuum all window blinds at a 6 month interval from washing cycle. Both sides of blind slats shall be free of dust. Note: Dusting and washing is expected to occur six months apart from each other.

### 7.1.10 HIGH CLEANING

#### 7.1.10.1 Annually

7.1.10.1.1 Clean all vertical and horizontal surfaces in the building approximately 72 inches or more from the floor. This includes, but is not limited to, the wall and ceiling area, transoms, clocks, ceiling molding, tops of partitions, wall fans, pictures, plaques, file cases, bookcases, lockers, etc. Damp wipe and dry high surfaces such as transom, clock glass, picture frames and glass, smudged areas surrounding air grilles, diffusers, etc. Surfaces shall be clean and free of dust. Where glass is present, both sides shall be clean and free of streaks.

### 7.1.11 FLOOR MATS

7.1.11.1 During inclement weather, lay out floor mats provided by the USBG, in entrance ways and lobbies. Clean, remove and store mats when no longer required. Stored mats shall be clean and free of dirt, grime, stains and excessive buildup and crusted material. Floor mats shall be shampooed weekly.

### 7.1.12 DISPLAYS

#### 7.1.12.1 Weekly

7.1.12.1.1 Surfaces shall be clean and free of dust, dirt, marks, or foreign matter. The Contractor is not to use any polishes, cleaners, or



chemicals on any displays or portraits in any facility without prior approval from the COTR. All glass surfaces shall be maintained clean and free of dirt, dust, and water spots.

#### 7.1.13 METAL AND BRASS SURFACES

##### 7.1.13.1 Weekly

7.1.13.1.1 All surfaces shall be maintained to ensure they are free of smears, stains, smudges, or other soil substances and present a uniform luster.

#### 7.1.14 STAIRWELLS AND LANDINGS

##### 7.1.14.1 Daily

7.1.14.1.1 Surfaces shall be free of dust, dirt, spillages, and other removable soil substances. Carpeted surfaces shall be free of obvious dirt, dust, spots, and spillages.

#### 7.1.15 TRASH/DEBRIS

##### 7.1.15.1 Daily

7.1.15.1.1 All trash, debris, and materials generated in and around the building shall be collected and moved to the designated areas specified by the COTR. The trash compactors are located in the west courtyard of the Conservatory. Bags of trash, debris or recyclable material shall not be left in the public areas.

7.1.15.1.2 Trash receptacles located in the back of the Conservatory. All USBG recyclables must be removed by USBG personnel.

#### 7.1.16 DOORS

See Special Instructions on Monumental Doors in Section 7.1.5.5.1

##### 7.1.16.1 Daily

7.1.16.1.1 Surfaces shall be cleaned and free of dirt, marks, or foreign matter. All glass surfaces shall be maintained clean and free of dirt, dust, and water spots.

### 7.2 United States Botanic Garden Production Greenhouse Facility

7.2.1 Location. United States Botanic Garden Production Greenhouse Facility located at 4700 Shepherd Pky SW, Washington DC 20032

#### 7.2.2 GENERAL STATEMENT

Extreme sensitivity shall be taken by the Contractor in the Production Facility in working with the living plants housed at the greenhouses, especially while cleaning in the Potting Hall area. This is not a normal building but a living environment for fauna and flora with the attachment of several specialty greenhouses (where cleaning does not specifically take place) that benefit plant growth and propagate beneficial insects for disease control. These insects may be present in the potting hall and entrance ramp to the greenhouse addition. They may be present in the locker rooms, bathrooms and office space. Most importantly because of the presence of these beneficial insects, the USBG is no longer spraying pesticides in the greenhouses and the use of harsh chemical pollutants such as those in cleaning and sanitation products shall be avoided.

7.2.2.1 The Contractor shall use environmentally sound and bio- based products and equipment in line with the mission of the USBG. Any chemical used by the Contractor is to be first approved by COTR or alternate COTR before usage. Extreme sensitivity in terms of the products used and the methods of application shall be exercised so as not to injure the beneficial insects. In addition fumes and dust from cleaning chemicals shall be avoided at all times.

7.2.2.2 Dirty water or sprays shall not be disposed of in greenhouse drains or near the plants.

7.2.2.3 Supplies. The USBG will supply the paper towels (for dispensers in rest and lunch rooms), plastic trash bags, toilet paper, hand soap, urinal cakes, sanitary supplies and concrete sealer for the Production Facility only.

7.2.2.4 Step ladders of all sizes are available for Contractor use and two janitorial closets are available for storage of supplies.

7.2.2.5 The Contractor does not have to arm the building for security purposes at the Production Facility.

7.2.2.6 The Contractor shall provide services three days per week between the hours of 4:00 PM and 11:00 PM. Mondays, Wednesdays and Fridays, including Holidays. The Production Facility, however, is not open to the public but it is a working greenhouse open seven (7) days per week.

#### 7.2.2.7 SPECIFIC AREAS:

##### UPPER LEVEL

Front Foyer and Corridor 2,670 square feet  
 Foremen, Facility Manager, Safety Specialist, Reception Area, 1,316 square feet.  
 Botanist and Plant Records Room, 426 square feet  
 Lunch room and Conference Room, 700 square feet  
 Rest rooms (2) - 380 square feet.  
 Locker Rooms (2) - 658 square feet.  
 Connecting Greenhouse Corridor- 2,400 square feet  
 Stairwells 96 square feet  
 Toilet in potting hall.

##### LOWER LEVEL

Lunch Room/Locker Room - 540 square feet  
 Rest rooms (2) - 140 square feet  
 Operations Foreman s Office - 400 square feet  
 Automotive Union Office - 300 square feet  
 Corridor - 960 square feet

#### 7.2.3 DRINKING FOUNTAINS

##### 7.2.3.1 Daily

7.2.3.1.1 Clean drinking fountains and replenish paper cups where dispensers are provided. The porcelain, plastic or stainless steel surfaces shall be clean and bright, and they shall be free of dust, spots, stains and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustation. There shall be no mineral or calcium buildup on bubblers. Drinking fountain tops and plumbing hardware shall be washed by using a neutral soap solution, that shall be removed by a damp clean cloth.

#### 7.2.4 HIGH TRAFFIC AREAS

7.2.4.1 Areas near doors and in corridors that become wet and dirty due to foot traffic during inclement weather shall be mopped to reduce safety hazards and to prevent damage or deterioration to the floor surface. Mopping shall not exceed four (4) times per day.

#### 7.2.5 WINDOWS AND GLASS

##### 7.2.5.1 Semi-annually

7.2.5.1.1 Window washing: Wash all interior building glass. Note: All window washing shall be scheduled two weeks in advance with COTR or alternate COTR s approval. Washed glass shall be clean and free of dirt, grime, streaks, and excessive moisture and shall not be cloudy. Window sashes, sills, woodwork and other surrounding interior glass shall be wiped free of drippings and other watermarks.

#### 7.2.6 WINDOW BLINDS

##### 7.2.6.1 Annually

7.2.6.1.1 Washing blinds: Remove from the windows to a COTR approved area and wash. Blinds shall be returned and hung within two (2) working days. Both sides of blinds slats shall be clean and free of dust.

7.2.6.1.2 Dusting of window blinds: Dust or vacuum all window blinds at a 6 month interval from washing cycle. Both sides of blind slats shall be free of dust. Note: Dusting and washing is expected to occur six months apart from each other.

#### 7.2.7 HIGH CLEANING

##### 7.2.7.1 Annually



7.2.7.1.1 Clean all vertical and horizontal surfaces in the building approximately 72 inches or more from the floor. This includes, but is not limited to, the wall and ceiling area, transoms, clocks, ceiling molding, tops of partitions, wall fans, pictures, plaques, file cases, bookcases, lockers, etc. Damp wipe and dry high surfaces such as transom, clock glass, picture frames and glass, smudged areas surrounding air grilles, diffusers, etc. Surfaces shall be clean and free of dust. Where glass is present, both sides shall be clean and free of streaks.

#### 7.2.8 FLOOR MATS

7.2.8.1 During inclement weather, lay out floor mats provided by the USBG, in entrance ways and lobbies. Clean, remove and store mats when no longer required. Stored mats shall be clean and free of dirt, grime, stains and excessive buildup and crusted material. Floor mats shall be shampooed weekly.

#### 7.2.9 DISPLAYS

##### 7.2.9.1 Weekly

7.2.9.2 Surfaces shall be clean and free of dust, dirt, marks, or foreign matter. The Contractor is not to use any polishes, cleaners, or chemicals on any displays or portraits in any facility without prior approval from the COTR. All glass surfaces shall be maintained clean and free of dirt, dust, and water spots.

#### 7.2.10 METAL AND BRASS SURFACES

##### 7.2.10.1 Weekly

7.2.10.1.1 All surfaces shall be maintained to ensure they are free of smears, stains, smudges, or other soil substances and present a uniform luster.

#### 7.2.11 STAIRWELLS AND LANDINGS

##### 7.2.11.1 Daily

7.2.11.1.1 Surfaces shall be free of dust, dirt, spillages, and other removable soil substances. Carpeted surfaces shall be free of obvious dirt, dust, spots, and spillages.

#### 7.2.12 TRASH/DEBRIS

##### 7.2.12.1 Daily

7.2.12.1.1 All trash, debris, and materials generated in and around the building shall be collected and moved to the designated areas specified by the COTR. Bags of trash, debris or recyclable material shall not be left in the public areas.

7.2.12.1.2 Trash receptacles located in the back of the Loading Dock. All recyclables must be removed by the Contractor.

#### 7.2.13 DOORS

##### 7.2.13.1 Daily

7.2.13.1.1 Surfaces shall be cleaned and free of dirt, marks, or foreign matter. All glass surfaces shall be maintained clean and free of dirt, dust, and water spots.

### 7.3 United States Botanic Garden Administration Office Building

7.3.1 Location. United States Botanic Garden Administration Office Building located at 245 First St SW, Washington DC 20024.

#### 7.3.2 GENERAL STATEMENT

The Administration Building is a small office building which resembles a private home.

Hours of Operation: 7:00 AM to 6:00 PM, and some weekends.

7.3.2.1 Services shall be performed five days per week between the hours of 5:30 PM and 11:00 PM. Monday through Friday, including holidays. The Administration Building is not open to the public, however, some employees work weekends and holidays. Dusting is essential.

7.3.2.2 The Administration Building requires a pin number to arm and disarm the building daily. The Contractor will be required to arm or disarm the building and will be instructed by the COTR or alternate COTR regarding this.

7.3.2.3 All refuse shall be removed daily from the building and placed in the dumpster at rear of building. All cardboard shall be deposited in the basement by the back door. Do not remove any USBG recycling.

7.3.2.4 Supplies. Toilet Paper, paper towels, soap, sanitary products do need to be provided by the Contractor for the Administration Building.

7.3.2.5 Floors shall be stripped and waxed once a month. Once a month (on a Saturday) a thorough cleaning of the building shall be performed. Areas such as blinds, window sills, waxing and removal of grime shall also be done at this time. Wet wiping due to excessive dust in the building is essential. It needs to be done to all surfaces except piping, once a month. Window washing on the outside shall be done twice a year, within the first month of the contract and any option period and six months thereafter.

7.3.2.6 The Administration Building is carpeted and vacuuming shall be done daily.

7.3.2.7 The Rest rooms shall be cleaned daily. Waxing of tile floors shall be on a monthly basis.

7.3.2.8 The USBG personal vacuum cleaner is not for Contractor use.

7.3.2.9 SPECIFIC AREAS:

#### FIRST FLOOR

Foyer - 150 square feet

Closet - 15 square feet

First Floor Office Space 192 square feet

Assistants Office - 83 square feet

Program Manger - 104 square feet

Rear Corridor/Rear Entrance Area - 48 square feet

Restroom - 35 square feet

#### SECOND FLOOR

Stairwell - 100 square feet

Four office spaces - 731 square feet

Restrooms (2) - 108 square feet

Hall Area - 70 square feet

BASEMENT - 850 square feet

#### 7.3.3 DRINKING FOUNTAINS

##### 7.3.3.1 Daily

7.3.3.1.1 Clean drinking fountains and replenish paper cups where dispensers are provided. The porcelain, plastic or stainless steel surfaces shall be clean and bright, and they shall be free of dust, spots, stains and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustation. There shall be no mineral or calcium buildup on bubblers. Drinking fountain tops and plumbing hardware shall be washed by using a neutral soap solution, which shall be removed by a damp clean cloth.

#### 7.3.4 HIGH TRAFFIC AREAS

7.3.4.1 Areas near doors and in foyer that become wet and dirty due to foot traffic during inclement weather shall be mopped to reduce safety hazards and to prevent damage or deterioration to the floor surface.

#### 7.3.5 WINDOWS AND GLASS

##### 7.3.5.1 Semi-annually

7.3.5.1.1 Window washing: Wash all interior building glass. Note: All window washing shall be scheduled two weeks in advance with COTR or alternate COTR s approval. Washed glass shall be clean and free of dirt, grime, streaks, and excessive moisture and shall not be cloudy. Window sashes, sills, woodwork and other surrounding interior glass shall be wiped free of drippings and other watermarks. Outside windows shall be washed semi-annually.



### 7.3.6 WINDOW BLINDS

#### 7.3.6.1 Annually

7.3.6.1.1 Washing blinds: Remove from the windows to a COTR approved area and wash. Blinds shall be returned and hung within two (2) working days. Both sides of blinds slats shall be clean and free of dust.

7.3.6.1.2 Dusting of window blinds: Dust or vacuum all window blinds at a 6 month interval from washing cycle. Both sides of blind slats shall be free of dust. Note: Dusting and washing is expected to occur six months apart from each other.

### 7.3.7 HIGH CLEANING

#### 7.3.7.1 Annually

7.3.7.1.1 Clean all vertical and horizontal surfaces in the building approximately 72 inches or more from the floor. This includes, but is not limited to, the wall and ceiling area, transoms, clocks, ceiling molding, tops of partitions, wall fans, pictures, plaques, file cases, bookcases, lockers, etc. Damp wipe and dry high surfaces such as transom, clock glass, picture frames and glass, smudged areas surrounding air grilles, diffusers, etc. Surfaces shall be clean and free of dust. Where glass is present, both sides shall be clean and free of streaks.

### 7.3.8 FLOOR MATS

7.3.8.1 Floor mats shall be shampooed monthly and vacuumed daily.

### 7.3.9 DISPLAYS

#### 7.3.9.1 Weekly

7.3.9.1.1 Surfaces shall be clean and free of dust, dirt, marks, or foreign matter. The Contractor shall not use any polishes, cleaners, or chemicals on any displays or portraits in any facility without prior approval from the COTR. All glass surfaces shall be maintained clean and free of dirt, dust, and water spots.

### 7.3.10 METAL AND BRASS SURFACES

#### 7.3.10.1 Weekly

7.3.10.1.1 All surfaces shall be maintained to ensure they are free of smears, stains, smudges, or other soil substances and present a uniform luster.

### 7.3.11 STAIRWELLS AND LANDINGS

#### 7.3.11.1 Daily

7.3.11.1.1 Surfaces shall be free of dust, dirt, spillages, and other removable soil substances. Carpeted surfaces shall be free of obvious dirt, dust, spots, and spillages.

### 7.3.12 TRASH/DEBRIS

#### 7.3.12.1 Daily

7.3.12.1.1 All trash, debris, and materials generated in and around the building shall be collected and moved daily to the designated areas specified by the COTR. Bags of trash, debris or recyclable material shall not be left in the administration building or on the back porch.

7.3.12.1.2 A Trash dumpster is located at the back of the Administration Building. All recyclables shall remain in the building to be removed by USBG personnel..

### 7.3.13 DOORS

#### 7.3.13.1 Daily

7.3.13.1.1 Surfaces shall be cleaned and free of dirt, marks, or foreign matter. All glass surfaces shall be maintained clean and free of dirt, dust, and water spots.

### 7.3.14 BASEMENT

7.3.14.1 Floors shall be swept and damp mopped weekly, especially in kitchen area. Excludes steam room vent area.

7.3.14.2 Sills of windows need to be wiped clean and cobweb free.

7.3.14.3 Clean and sanitize three utility sinks in kitchen area.

7.3.14.4 Clean refrigerator and wipe down interior.

## **SECTION 8 - PERFORMANCE REQUIREMENTS SUMMARY**

8.1 Exhibit 1 is a listing of contract requirements considered most critical to satisfactory contract performance. Included also is the maximum allowable percentage (per hundred units) of deviation from perfect performance of each requirement allowed by the Government before the contract performance is considered unsatisfactory. This is identified as the Acceptable Quality Level (AQL) and represents the level of quality the Government expects of the Contractor. The AQL does not imply that the Contractor may knowingly perform in an unsatisfactory way; it implies that the Government recognizes that unsatisfactory performance sometimes happens unintentionally. As long as unsatisfactory work does not exceed the AQL, the service will not be subject to payment reduction by the Government. The Contractor, however, must re-perform all unsatisfactory work unless excused by the COTR.

8.2 The Government's quality assurance procedures are based on random sampling of the recurring critical output services of the contract. Other areas will be reviewed periodically (i.e. weekly, monthly, quarterly).

8.2.1 Government inspections against Contractor requirements identified in the PWS will be the criteria for determining acceptable and unacceptable levels of performance by the Contractor.

8.3 When the number of defects in the Contractor's performance is discovered by the COTR and exceeds the allowable limit, the Contractor shall be required to complete a Contract Discrepancy Report (CDR). The Contractor shall explain in writing why performance was unsatisfactory, how performance will be returned to satisfactory levels and how recurrence of the problem will be prevented in the future.

8.4 Monthly payment to the Contractor shall be reduced for unsatisfactory performance using the following methods.

8.4.1 Each month, the Contractor's performance will be compared to contract standards and acceptable quality levels.

8.4.2 If performance in any required service is unsatisfactory, and the unsatisfactory performance is clearly the fault of the Contractor, a percentage of the Contractor's monthly invoice will be deducted. The percentages to be used are pre-determined and listed on the Deduction Table for Unsatisfactory Performance.

## **SECTION 9 - GENERAL REQUIREMENTS**

9.1 The Contractor shall provide trained and qualified personnel at all levels of required job performance. Employees should be uniformed with their name on their shirt. The Supervisors(s) and all assigned employees shall be able to perform the work in accordance with the Contract Documents.

9.1.2 Within the premises whether on or off duty, the Contractor's employees shall conduct themselves in an orderly and safe manner. Smoking is not permitted. Fighting or engaging in horseplay, being under the influence of alcohol or drugs, or bringing alcohol or drugs into the USBG facilities, gambling, soliciting, stealing, taking pictures or bringing cameras or other photographic devices anywhere on the properties, and any immoral or otherwise undesirable conduct shall not be permitted and shall result in immediate and permanent removal of any employee engaging in such conduct from work under this contract.

9.1.3 The personnel employed by the Contractor shall be trained in janitorial type work. The building shall be fully staffed beginning the first day of work under the contract. The Contractor's employees shall be made familiar with the building fire alarm system and trained by USBG personnel on the procedures to follow in the event of fire or emergency.

9.1.4 No food or beverage is to be consumed by Contractor employees anywhere except for spaces designated by the COTR or alternate COTR, or the buildings cafeterias during their hours of operation. In addition, Contractor employees are not allowed to break in any area other than spaces designated by the COTR or alternate COTR.

9.1.5 The Contractor will be allowed to use the loading area for receipt and shipment of supplies, equipment and materials. The Contractor is required to coordinate the receipt and/or deliveries to avoid interference with other operations. The Contractor may be subject to security checks by the U.S. Capitol Police on all incoming and outgoing deliveries. Vehicle access to the loading dock areas during night-time hours shall be coordinated with the United States Botanic Garden. And the U.S. Capitol Police as necessary. (See Section G, AOC 52.223-8 Delivery Vehicle Inspection Requirements)



## **SECTION 10 - CHEMICAL AND SUPPLIES**

### **10 GENERAL REQUIREMENTS**

10.1 The Contractor shall furnish all chemicals necessary to perform the work in accordance with the Contract Documents, and shall ascertain the appropriateness of all chemicals for their intended use on a surface or material before any actual use of the chemical. All chemicals must be environmentally sound and bio-based material. All greenhouse areas are susceptible to injury to many beneficial insects which maintain the equilibrium of the environment. No fumes or dust can be churned up.

10.2 The Contractor shall use only those chemicals/supplies listed in its proposal, and that were accepted by the Government, throughout the term of the contract, unless the Contractor obtains written permission from the COTR or alternate COTR to make a change in accordance with the following procedure.

10.2.1 The Contractor shall submit a written request to the COTR or alternate COTR.

10.2.2 The written request shall identify the product use, the brand name, the manufacturer's complete name, address, and telephone number.

10.2.3 The Contractor shall attach a product brochure, MSDS, OSHA Form 20 and chemical specification to the written request. The Contractor shall provide the COTR or alternate COTR with a container of the chemical to be used for on-site evaluation.

10.2.4 At the sole discretion of the COTR or alternate COTR, any chemical the Contractor wishes to substitute may be required to be submitted to an independent testing laboratory approved by the COTR or alternate COTR. The Contractor shall pay the cost for evaluation and comparison to the chemical(s) listed in its proposal and previously approved for use.

10.2.5 If alternate brand performs as well or better than the brand included in the Contractor's proposal as determined by the COTR or alternate COTR according to the procedures described above, causes no interference with the operations activities of the contract or damage to its facilities, is less hazardous to health, and its substitution is in the best interest of the Architect of the Capitol, the chemical will be approved for use in the performance of the work.

#### **10.2.6 APPLICABLE LAW**

10.2.6.1 The Contractor shall comply with all applicable laws, regulations and codes including but not limited to the Contractor's obligations as an employer with regard to health and safety of its employees. As a minimum, the Contractor shall:

10.2.6.2 Maintain on the site of the work a copy of Occupational Safety and Health Act (OSHA) Form 20, Material Safety Data Sheet (MSDS), or approved equivalent, for all chemicals used in the performance of the work and shall provide the COTR or alternate COTR a copy.

10.2.6.3 Comply with 29 CFM 1920.1200 Hazard Communication Standards (HCS), commonly known as the Right-to-Know Act, including the following requirements that:

10.2.6.4 All chemicals issued to cleaning workers shall be properly labeled, including the product name, the product use, instructions for use, dilution instructions, hazard warnings, manufacturer's quality control batch numbers and chemical content. The HCS applies to both primary and secondary containers. Primary containers are defined as those containers used in shipping by the manufacturer. Secondary containers are defined as those containers used to distribute chemicals to the workers such as on-gallon containers and spray bottles.

10.2.6.5 Flammable and corrosive materials must be stored in flammable and corrosive lockers which will be provided by the Contractor. All chemicals shall be stored properly which includes segregation of incompatible materials.

10.2.6.6 The Contractor shall prepare and maintain a written Hazard Communications Program including sections describing pertinent definitions and terminology, workplace chemical hazard analysis and/or determination, an inventory listing of all chemicals to be used in the work, a copy of each MSDS, labeling and transfer rules and requirement, and a training program.

10.2.6.7 Comply with 29 CFR 1910.1030 Blood Pathogens, including the requirement that the Contractor provide training and protective clothing for all employees involved in the cleaning of restrooms and clinic areas to prevent the possible transmission of disease.

10.2.6.8 AOC Cleaning Standards - Guide AOC QS 3.2 - v2.0, 5/2004.

10.2.6.9 Day Cleaning Operations - Process Manual AOC - CP3.3 - v1.0, 5/2004.

### **10.3 MANUFACTURER'S INSTRUCTIONS**

10.3.1 The Contractor shall follow the instructions of the chemical manufacturers in the use of all chemical products.

#### 10.4 SLIP RESISTANCE

10.4.1 The Contractor shall verify that all floor finishers, seals, spray buff solutions, and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. The Contractor shall immediately report any observed instance of slippery or slick floors to the COTR.

### **SECTION 11 - RECYCLING PROGRAM**

11.1 The Architect of the Capitol (AOC) is actively participating in the Recycling Program. Vendor must take their own recyclables with them. The area reserved for USBG personnel is equipped with receptacles to collect Grade 1 paper, Aluminum Cans, and Plastic Bottles. Individual work station may be equipped with small individual recycling cans for paper only at the request of the individual. The Contractor will not be responsible for separating material in the separate cans.

11.2 The Contractor shall be responsible for collecting the recycling cans from each work station daily and consolidating them into the larger collections areas.

11.3 The AOC reserves the right to create weekly scheduled pickups by the AOC Recycling Program Coordinator so as to benefit the AOC contributions.

### **Exhibit 1 - DEDUCTION TABLE FOR UNSATISFACTORY PERFORMANCE**

#### **Contract Requirement**

1. Toilet cleaning or servicing.....	AQL 100%, Deduction from Monthly Invoice = 1.00%
2. Toilet room cleaning.....	AQL 100%, Deduction from Monthly Invoice = 1.00%
3. Office cleaning.....	AQL 100%, Deduction from Monthly Invoice = 1.00%
4. Cleaning storage space.....	AQL 100%, Deduction from Monthly Invoice = 0.50%
5. Cleaning executive space.....	AQL 100%, Deduction from Monthly Invoice = 1.00%
6. Cleaning vacant space.....	AQL 100%, Deduction from Monthly Invoice = 0.50%
7. Freight elevator cleaning.....	AQL 100%, Deduction from Monthly Invoice = 0.70%
8. Sweep & dust stairways.....	AQL 100%, Deduction from Monthly Invoice = 0.50%
9. Mop stairways.....	AQL 100%, Deduction from Monthly Invoice = 0.80%
10. Shower and Locker Rooms.....	AQL 100%, Deduction from Monthly Invoice = 1.00%
11. High cleaning.....	AQL 100%, Deduction from Monthly Invoice = 0.50%
12. Dusting blinds.....	AQL 100%, Deduction from Monthly Invoice = 0.50%
13. Washing blinds.....	AQL 100%, Deduction from Monthly Invoice = 0.70%
14. Drinking fountains.....	AQL 100%, Deduction from Monthly Invoice = 1.00%
15. Arm Administration Bld Security Alarm.....	AQL 100%, Deduction from Monthly Invoice = 1.00%



## Section D - Packaging and Marking

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## Section E - Inspection and Acceptance

52.252-2 Sec. E

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### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[www.gsa.gov](http://www.gsa.gov) or [www.arnet.gov](http://www.arnet.gov)

(End of clause)

### Clauses By Reference

Clause	Title	Date
52.246-4	Inspection Of Services--Fixed Price	11/08/2006



## Section F - Deliveries and Performance

2

### ARTICLE F.1 PERFORMANCE LOCATIONS

Performance will be at the following United States Botanic Garden (USBG) locations (also stated in Section C Statement of Work).

- A. United States Botanic Garden Conservatory located at 100 Maryland Avenue SW, Washington DC, 200001.
- B. United States Botanic Garden Production Greenhouse Facility, 4700 Shepherd Pky SW, Washington DC, 20032.
- C. United States Botanic Garden Administration Office Building, 245 First St SW, Washington DC, 20024.

### ARTICLE F.2 HOURS OF PERFORMANCE

See paragraph 7.1.2.4 and 7.1.2.9 of the Statement of Work for further details on the USBG Conservatory work hours and for hours when services shall be provided. For details on the USBG Production Greenhouse Facility, see paragraph 7.2.2.6. For details on the USBG Administrative Office, see paragraph 7.3.2.1.

### ARTICLE F.3 HOLIDAYS

Work is required on the following holidays and days of federal service:

New Year's Day Veterans Day  
 Martin Luther King, Jr.'s Birthday Thanksgiving Day  
 Presidents' Day Christmas Day  
 Columbus Day Memorial Day  
 Independence Day Labor Day

Note: Buildings may be closed for presidential and congressional reasons such as January 21, however, the staff must still report for duty. This is also true for state funerals, etc.

AOC52.211-4

Term of Contract (Jan 2007)

The term of the base period of contract performance shall be October 1, 2007 through September 30, 2008, with 4-one year option periods, not to exceed 60 months.

(End of clause)

52.242-15

Stop-Work Order (Aug 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor

shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(End of clause)



## Section G - Contract Administration Data

AOC52.201-1

Contracting Officers Authority (Jun 2004)

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract, notwithstanding any provision contained elsewhere in this contract. In the event that the Contractor makes any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.

(End of clause)

AOC52.211-1

KEY PERSONNEL (Apr 2007)

(a) The Contractor shall assign to this contract the following key personnel as proposed in the Contractor's technical proposal:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No. \_\_\_\_\_

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by Paragraph (c) below. After the initial 90-day period, the Contractor shall submit the information required by Paragraph (c) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutions, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the person being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. The contract will be modified to reflect any approved changes of key personnel.

(d) The approval of substitute personnel will not be considered to be grounds for an increase in the contract price.

(e) The special security requirements in AOC52.223-5, Special Security Requirements, or AOC52.223-6, Special Security Requirements - U.S. Supreme Court, shall apply to all approved Contractor personnel substitutions.

(End of clause)

AOC52.211-2

Approval of Substitute Contractor Personnel (Jun 2004)

(a) During the first ninety days of performance, the Contractor shall make no substitutions of personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (b) below. After the initial 90-day period, the Contractor shall submit the information required by paragraph (b) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(b) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the person being replaced.

(c) This paragraph applies only to a labor hour or time-and-materials contract. The Unit Price (hourly labor rate) for the approved substituted personnel shall remain the same as the rates of the relevant labor category, in the applicable Base Year or any of the subsequent Option Years (see the SCHEDULE OF ITEMS in Section B).

(d) The special security requirements in AOC52.223-5, Special Security Requirements, or AOC52.223-6, Special Security Requirements - U.S. Supreme Court, shall apply to all approved Contractor personnel substitutions.

(End of clause)

#### AOC52.201-2

##### Contracting Officers Technical Representative (COTR) (Mar 2005)

The Government shall provide the name, address and telephone number of the COTR at the time of contract award and the duties thereby delegated to that person. Any subsequent change to the individual or the individual's responsibilities will be confirmed in writing by the Contracting Officer. In no instance will the COTR be delegated authority to order any change in the contractor's performance which would affect (a) cost or schedule for contracts for services or supplies, or (b) scope, the completion date for intermediate phases or milestones, or overall completion date for contracts for construction.

(End of clause)

#### AOC52.223-5

##### Special Security Requirements - Services (Jun 2007)

(a) All vehicles, and contents, used by the Contractor or his subcontractors, which enter or leave United States Government property during performance of the work, will be subject to clearance, inspection and identification procedures conducted by the United States Capitol Police.

(b) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through x-ray screening devices. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to their entry into the building.

(c) All personnel provided by the Contractor and employed on the site of the work will be subject to a security background investigation. Each employee will be required to fill out an I.D. Request Form and U.S. Capitol Police Request for check of Criminal History Records and each employee will be photographed and fingerprinted. The Contractor shall provide any assistance required by any of its employees in completing the forms.

(d) Prior to commencement of work, the contractor and all designated on-site employees will be required, on a one-time basis, to be fingerprinted in Washington D.C. The location for the Electronic Fingerprinting Service is the U.S. Capitol Hill Police, Fairchild Building, 499 South Capitol Street SW, Washington, DC 20003.

(e) Within seven (7) calendar days after the date of contract award, the Contractor shall submit to the Contracting Officer's Technical Representative (COTR) a list of all employees proposed to be employed on this contract. This list shall include the employee's full name, date of birth and social security number.

(f) While security background investigations are in process, the Contractor's employees must not be granted access to the Capitol Hill complex to perform work or provide services for the AOC unless they are escorted by an AOC staff member. "Escorted" is defined to mean that the AOC staff member will remain with the employee(s) at all times during the performance of the work. Any of the Contractor's employees who are perceived by the Contracting Officer as a security risk as a result of evidence discovered in the background security investigation will not be issued an Identification Card, will be denied access to the site of the work, and the Contractor will be directed to remove such employee from performance of any of the contract work, whether it be on or off the work site. Any contractor employee denied access to the site of work on a contract or task/delivery order as a result of a security investigation may not apply for access to any other AOC/U.S. Supreme Court contract or task/delivery order work site.

(g) An identification card, with photograph, will be prepared for each employee of the Contractor requiring access to the site. The identification card shall be dated to indicate the period of time for which it is to remain valid - from the date the employee reports for duty until the applicable date which occurs first: the expiration of the contract, or the last date of the employee's tour of duty with the Contractor. All contractor personnel must wear the ID badge whenever on the Capitol complex premises or when attending off-site functions on behalf of the AOC. ID badges must be worn in such a manner that contractor personnel can be easily identified as such.



(h) The Contractor is fully responsible to return:

- (1) The ID badge of any individual employee, including subcontractor personnel, who is removed for any reason including but not limited to illness, or dismissal;
  - (2) The ID badges of all contractor employees, including subcontractor personnel, whose performance under the contract is completed in advance of final contract job completion; and
  - (3) All outstanding ID badges issued for the contractor and its employees, including subcontractor personnel, within 24 hours of on site contract job completion.
- (i) ID badges are to be hand delivered by the contractor within 24 hours of any of the events listed under (f) above to the Contracting Officer's Representative.
- (j) The Contractor's failure to return any ID badge, access card, or key issued under this contract or order shall result in a deduction of \$100.00 from the contract per ID badge, access card, and/or key not returned.

(End of clause)

#### AOC52.223-7

##### Special Security Clearance and Inspection Procedures (Jun 2004)

- (a) All vehicles and contents used by the Contractor or his subcontractors which enter or leave United States Government property during performance of the work will be subject to clearance, inspection, and identification procedures conducted by the United States Capitol Police. See the attachment entitled U.S. CAPITOL POLICE NOTICE in Section J for instructions prior to delivery.
- (b) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through x-ray screening devices. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to entry into the building.

(End of clause)

#### AOC52.223-8

##### DELIVERY VEHICLE INSPECTION REQUIREMENTS (Apr 2007)

- (a) All vehicles and contents used by the Contractor or his subcontractors which enter or leave United States Government property during performance of work under this contract will be subject to clearance, inspection, and identification procedures conducted by the United States Capitol Police.
- (b) Mobile Vehicle and Cargo Inspection System (Mobile VACIS). All delivery vehicles carrying fuel, garbage, or similar cargo that cannot be offloaded for inspection and security screening shall utilize the Mobile VACIS located at Third and Pennsylvania Avenue, NW, Washington, DC, for inspection prior to making deliveries to any building within the Capitol Complex, including, but not limited to, the U.S. Capitol Building; the U.S. Botanic Garden; the Hart, Dirksen, and Russell Senate Office Buildings; the Rayburn, Longworth, Cannon, and Ford House Office Buildings; the Thomas Jefferson, John Adams, and James Madison Memorial Library of Congress buildings; the Capitol Power Plant; the Capitol Visitors Center; and the U.S. Supreme Court and Thurgood Marshall Federal Judiciary Buildings.
- (c) 4700 Shepherd Parkway SW inspection facility. All other vehicles making deliveries to the above listed locations except for the U. S. Supreme Court shall utilize the off-site inspection and screening facilities at 4700 Shepherd Parkway SW, Washington, DC 20032.
- (d) For all deliveries within seven calendar days or prior to the first delivery, the contractor shall provide the following information to the U.S. Capitol Police:
  - (1) List of drivers;
  - (2) Date of birth for each driver;
  - (3) Social Security Number of each driver;
  - (4) Vehicle make;
  - (5) Vehicle model;

(6) License tag number and state where vehicle is licensed;

(7) Color of vehicle; and

(8) Contractor name, if shown on the vehicle.

(e) Information for deliveries made through the Mobile VACIS unit must be faxed to (202) 228-4313. For verification of receipt, the contractor may call (202) 224-9728. Updates to the information for Mobile VACIS deliveries must be sent to the U.S. Capitol Police throughout the period of performance of the contract.

(f) Information for deliveries made through the Shepherd Parkway facility must be faxed to (202) 226-0571. For verification of receipt, the contractor may call (202) 226-0905. Updates to the information must be renewed April 30, August 31, and December 31 of each year and provided to the U. S. Capitol Police whenever repetitive deliveries are anticipated.

(End of clause)

AOC52.242-2

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AOC52.2242-2 CONTRACTOR PERFORMANCE EVALUATIONS (DEC 2006)

At the conclusion of contract performance and/or at any point during the performance of this contract, the AOC may elect to evaluate the Contractor and submit a final or interim performance evaluation into the appropriate on-line database designated as the repository of Contractor evaluations for the Federal Government. Any evaluation submitted shall include input from the Contracting Officer's Technical Representative and other agency personnel, as appropriate, and the Contracting Officer. The Contractor shall have the opportunity to review any evaluations and submit supporting information for any differing of positions between the Contractor and the AOC in accordance with the protocol established by the specific on-line database.

(End of clause)



## Section H - Special Contract Requirements

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## Section I - Contract Clauses

52.217-8

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### Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days of notice.

(End of clause)

52.217-9

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### Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 DAYS; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 DAYS days *[60 days unless a different number of days is inserted]* before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 MONTHS..

(End of clause)

52.222-42

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### Statement of Equivalent Rates for Federal Hires (May 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only:

It is not a Wage Determination

Employee Class	Monetary Wage - Fringe Benefits
WG-2	\$16.53
WG-2	\$16.53

(End of clause)

52.223-3 Alt I

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### Hazardous Material Identification and Material Safety Data (Jan 1997) - Alternate I (July 1995)

(a) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard



No. 313 (including revisions adopted during the term of the contract).

(b) The offeror must list any hazardous material, as defined in paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

Material (If none, list None)	Identification No.

(c) This list must be updated during performance of the contract whenever the Contractor determines that any other material to be delivered under this contract is hazardous.

(d) The apparently successful offeror agrees to submit, for each item as required prior to award, a Material Safety Data Sheet, meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in paragraph (b) of this clause. Data shall be submitted in accordance with Federal Standard No. 313, whether or not the apparently successful offeror is the actual manufacturer of these items. Failure to submit the Material Safety Data Sheet prior to award may result in the apparently successful offeror being considered nonresponsible and ineligible for award.

(e) If, after award, there is a change in the composition of the item(s) or a revision to Federal Standard No. 313, which renders incomplete or inaccurate the data submitted under paragraph (d) of this clause, the Contractor shall promptly notify the Contracting Officer and resubmit the data.

(f) Neither the requirements of this clause nor any act or failure to act by the Government shall relieve the Contractor of any responsibility or liability for the safety of Government, Contractor, or subcontractor personnel or property.

(g) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material.

(h) The Government's rights in data furnished under this contract with respect to hazardous material are as follows:

(1) To use, duplicate and disclose any data to which this clause is applicable. The purposes of this right are to--

(i) Apprise personnel of the hazards to which they may be exposed in using, handling, packaging, transporting, or disposing of hazardous materials;

(ii) Obtain medical treatment for those affected by the material; and

(iii) Have others use, duplicate, and disclose the data for the Government for these purposes.

(2) To use, duplicate, and disclose data furnished under this clause, in accordance with paragraph (h)(1) of this clause, in precedence over any other clause of this contract providing for rights in data.

(3) The Government is not precluded from using similar or identical data acquired from other sources.

(i) Except as provided in paragraph (i)(2), the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets (MSDS's), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous materials identified in paragraph (b) of this clause.

(1) For items shipped to consignees, the Contractor shall include a copy of the MSDS's with the packing list or other suitable shipping document which accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS's to consignees in advance of receipt of shipments by consignees, if authorized in writing by the Contracting Officer.

(2) For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the Contractor shall provide one copy of the MSDS's in or on each shipping container. If affixed to the outside of each container, the MSDS's must be placed in a weather resistant envelope.

(End of clause)

52.232-18

## Availability of Funds (Apr 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.246-20

## Warranty of Services (May 2001)

(a) *Definition.* "Acceptance," as used in this clause, means the act of an authorized representative of the Government by which the Government assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

(b) Notwithstanding inspection and acceptance by the Government or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The Contracting Officer shall give written notice of any defect or nonconformance to the Contractor within 30 days from the date of acceptance by the Government.

This notice shall state either--

(1) That the Contractor shall correct or reperform any defective or nonconforming services; or

(2) That the Government does not require correction or reperformance.

(c) If the Contractor is required to correct or reperform, it shall be at no cost to the Government, and any services corrected or reperformed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or reperform, the Contracting Officer may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the Government thereby, or make an equitable adjustment in the contract price.

(d) If the Government does not require correction or reperformance, the Contracting Officer shall make an equitable adjustment in the contract price.

(End of clause)

AOC52.202-1

## Definitions (Jun 2004)

(a) The term "head of the agency" as used herein means the Committee, Commission, or other authority of the Legislative Branch of the Government having final jurisdiction or supervision over the work involved. The term "other authority" as used in this paragraph includes the Contracting Officer in cases in which he has final jurisdiction or supervision over the work involved.

(b) The term "Architect" as used herein means the Architect of the Capitol.

(c) The term "Contracting Officer" as used herein means the Architect of the Capitol or his duly authorized representative.

(d) The term "his duly authorized representative" as used herein means any person or persons or board authorized to act for the head of the agency within the scope of their authority.

(e) Except as otherwise provided in this contract, the term "subcontracts" includes purchase orders placed for performance under this contract.

(End of clause)

AOC52.203-1

## Advertising/Promotional Materials (Dec 2005)



(a) It is the policy of the Congress to discourage contractors providing services and supplies to the Legislative Branch entities, including the Architect of the Capitol, from advertising practices that feature the Capitol and Capitol Complex in a manner in which conveys, or is reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, or any Department, Agency or instrumentality thereof.

(b) Contractors performing construction services for Legislative Branch entities, including the Architect of the Capitol, are discouraged from capitalizing on their contractual relationships with such entities and shall not engage in advertising practices which convey, or are reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, of any Department, Agency or instrumentality thereof. This includes utilizing, in conjunction with the fact of their contractual relationship, images of the Capitol, any other buildings in the Capitol Complex, or any part of the United States Capitol Grounds in their advertising or promotional materials; and/or publishing or disseminating the aforementioned advertising or promotional materials.

(c) The Contractor, by signing this contract, agrees to comply with the foregoing and to submit any proposed advertising or promotional copy connected in any manner with this contract and/or the Capitol, other Capitol Complex Buildings, or the United States Capitol Grounds to the Contracting Officer for approval prior to publication.

(d) If this solicitation is for supplies or services, including construction, to be provided to or performed for the United States Supreme Court, the Contractor, by signing this contract, agrees that he or she will not advertise the award of the contract in his/her commercial advertising in such a manner as to state or imply that the Supreme Court of the United States endorses a product, project, or commercial line of endeavor.

(End of clause)

#### AOC52.203-2

##### Disclosure of Information to the General Public (Jun 2004)

(a) Promptly after receiving any request from the general public for information on or data derived from this contract, the contractor shall notify the Architect of the Capitol, Procurement Division. The contractor shall cooperate with the Procurement Division in compiling or collecting information or data if the Architect of the Capitol determines the information or data to be releasable.

(b) General public, for purposes of this clause, are those groups or individuals who are not authorized by law or regulation to have access.

(c) This clause is not intended to prevent the contractor from providing contract information or data which the contractor is required to provide in order to conduct its business, such as insurance, banking, subcontracting.

(d) The contractor is permitted to request that proprietary information or data not be released if such release would harm or impair the contractor in conducting its normal business. Such request must be documented with clear and specific grounds for that claim.

(End of clause)

#### AOC52.203-3

##### Officials Not to Benefit (Nov 2004)

No Member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.

(End of clause)

#### AOC52.203-4

##### Dissemination of Contract Information (Nov 2004)

Unless otherwise provided in this contract, the Contractor shall not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results of, conclusions made pursuant to, or performance under this contract without prior written consent of the Contracting Officer, until such time as the Government may have released such information to the public.

(End of clause)

#### AOC52.203-5

## Confidentiality Requirement (Nov 2004)

The Contractor agrees that any information supplied by the Architect to the Contractor shall be considered confidential and/or proprietary, and agrees to hold such information in confidence. The Contractor further agrees not to disclose such information to a third party without the prior written consent of the Architect.

(End of clause)

AOC52.204-1

## Printed or Copied Double-sided on Recycled Paper (Jun 2004)

The Contractor is encouraged to submit paper documents, such as offers, letters, or reports, that are printed or copied doubled-sided on recycled paper and meet minimum content standards when not using electronic commerce methods to submit information or data to the Government.

(End of clause)

AOC52.204-4

## AOC52.204-4 Personal Identity Verification of Contractor Personnel (Jun 2007)

By entering into this contract, the Contractor agrees to comply with all Federal laws that apply to the Contractor's activities, including but not limited to the U.S. Citizenship and Immigration Services' requirement to maintain a signed copy of I-9 Employment Eligibility Verification for each employee in accordance with 8 U.S.C. 1324(a).

(End of clause)

AOC52.207-1

## Right of First Refusal of Employment (Jun 2004)

(a) The Contractor shall give Government employees who have been or will be adversely affected or separated as a result of award of this contract the right of first refusal for employment openings under the contract in positions for which they are qualified, if that employment is consistent with post-Government employment conflict of interest standards.

(b) Within 10 days after contract award, the Contracting Officer will provide to the Contractor a list of all Government employees who have been or will be adversely affected or separate as a result of award of this contract.

(c) The Contractor shall report to the Contracting Officer the names of individuals identified on the list who are hired within 90 days after contract performance begins. This report shall be forwarded within 120 days after contract performance begins.

(End of clause)

AOC52.215-10

## Examination of Records (Jun 2004)

(a) The Contractor agrees that the Architect of the Capitol or any duly authorized representatives shall, until the expiration of 3 years after final payment under this contract, have access to and the right to examine any books, accounting procedures and practices documents, papers, records and other data regardless of whether such items are in written form, in the form of computer data or in any other form and other supporting evidence, involving transactions related to this contract or compliance with any clause or certification thereunder.

(b) The Contractor further agrees to include in all its subcontracts hereunder a provision to the effect that subcontractor agrees that the Architect of the Capitol or any authorized representatives shall, until the expiration of 3 years after final payment under the subcontract, have access to and the right to examine books, documents, papers, records other data regardless of whether such items are in written form, in the form of computer data or in any other form, and other supporting evidence, involving transactions related to the subcontract or compliance with any clause or certification thereunder.

(c) The term subcontract as used in this clause excludes purchase orders not exceeding \$10,000.

(End of clause)



AOC52.216-1

## Economic Unit Price Adjustment (Jun 2004)

(a) The Contractor shall promptly notify the Contracting Officer of the amount and effective date of each decrease in any applicable established price. Each corresponding contract unit price shall be decreased by the same percentage that the established price is decreased. The decrease shall apply to those items delivered on and after the effective date of the decrease in the Contractor's established price, and this contract shall be modified accordingly.

(b) If the Contractor's applicable established price is increased after the contract date, the corresponding contract unit price shall be increased, upon the Contractor's written request to the Contracting Officer, by the same percentage that the established price is increased, and the contract shall be modified accordingly.

(c) The Contractor agrees to provide the Government, as represented by the Architect, with a minimum of three (3) calendar days written notice, prior to the effective date of a unit price adjustment, of a proposed price increase or decrease, as defined above. Any increase or decrease shall apply to deliveries made on or after the effective date of such increase or decrease in unit price.

(d) Upon receipt of the written notice of a proposed increase in unit price, as required above, the Government shall either make payment to the Contractor on basis of the unit price, increased as stated in such notice, for deliveries made on or after the stated effective date, or shall terminate the contract forthwith by written notice to the Contractor, without liability to either party.

(End of clause)

AOC52.219-1

## Utilization of Small Business Concerns (Aug 2004)

(a) It is the policy of the Government as declared by the Congress that a fair proportion of the purchases and contracts for supplies and services for the Government be placed with all types of small business concerns as determined by the size standards in 13 CFR 121.

(b) The Contractor agrees to accomplish the maximum amount of subcontracting to all types of small business concerns that the Contractor finds to be consistent with the efficient performance of this contract.

(End of clause)

AOC52.222-3

## Convict Labor (Jun 2004)

In connection with the performance of work under this contract the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, approved September 10, 1965, 18 U.S.C. 4082(c)(2).

(End of clause)

AOC52.222-4

## Overtime Work (Aug 2004)

No extra reimbursement will be allowed for work performed outside regular working hours or on Saturdays, Sundays, or holidays and, for work performed in the District of Columbia, Presidential Inauguration Day, unless such work is authorized by the Contracting Officer; and provided such work is not otherwise required to be performed under the terms of the contract. If said authorization is verbal, with written verification thereof by signature of the Contracting Officer on the employee's weekly time record (see AOC52.232-2, Payments - Services or AOC52.232-3, Payments - Services Utilizing Time Records).

(End of clause)

AOC52.223-4

## Transmission or Posting of Drawings/Specifications (Jun 2004)

Due to security issues, the contractor is strictly prohibited from placing or transmitting drawings and specifications on the internet or modem without express permission from the Architect of the Capitol.

(End of clause)

AOC52.222-5

## Collective Bargaining Agreements (Jun 2004)

The Contractor shall comply with the requirements of Paragraph 52.222-41(m), Service Contract Act of 1965, as amended, regarding collective bargaining agreements. The information required shall be FAXED to 202-225-3221 or hand carried to: Procurement Division, Room H2-263, Ford House Office Building, 2nd and "D" Streets, S.W., Washington, D.C. - 20515. The agreement can also be FEDEXed to the following address:

Architect of the Capitol  
Procurement Division  
Ford House Office Building  
Attn: Matt Hazlinsky  
Room H2-263  
Second and D Streets, S.W.  
Washington, DC 20515

(End of clause)

AOC52.223-9

## Accident Prevention and Safety and Health Programs (Sep 2004)

(a) The Contractor shall comply with the safety and health standards published in 41 C.F.R. Part 50-205, including any matters incorporated by reference therein.

(b) The Contractor shall also comply with the regulations issued by the Secretary of Labor pursuant to the Williams-Steiger Occupational Safety and Health Act of 1970, as set forth in Title 29 of the Code of Federal Regulations.

(c) The Contractor shall bring to the attention of the Architect any work encountered that may involve entry into a suspected confined space as defined by OSHA. A determination will be made by the Architect, and if the area is deemed a permit required confined space, additional protective measures will be needed, per OSHA requirements.

(d) In the event that conditions on the site pose an imminent danger or threat to the Contractor's workers, the public, Government employees, other persons, or to Capitol complex structures and property of historical significance, the Contracting Officer can verbally order the Contractor to stop work operations in the specified area until said conditions are corrected to the Contracting Officer's satisfaction. The Contracting Officer shall promptly issue a written order to stop the work to the Contractor formalizing the specifics of the verbal stop work order.

(e) The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

(End of clause)

AOC52.223-10

## Affirmative Procurement of Biobased Products under Contracts for Services and Construction (Mar 2007)

(a) *Definition.* "Biobased product" (7 U.S.C. 8101(2)) means a product determined by the U.S. Department of Agriculture to be a commercial or industrial product (other than food or feed) that is composed, in whole or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials.

(b) In the performance of this contract, the contractor shall make maximum use of biobased products that are USDA-designated items unless the product cannot be acquired --

(1) Competitively within a time frame providing for compliance with the contract performance schedule;

(2) Meeting contract performance requirements; or

(3) At a reasonable price.

(c) Information about this requirement and these products is available at <http://www.biobased.oce.usda.gov/>.

(End of clause)



AOC52.228-2

## Insurance - Work on a Government Installation (Jul 2005)

(a) The Contractor shall, at his own expense, provide and maintain during the entire performance of this contract at least the kinds and minimum amounts of insurance as required in this clause.

(b) Within twenty (20) calendar days after the date of contract award or before commencing work under this contract, whichever is earlier, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. A Certificate of Insurance evidencing the Contractor's compliance with the requirements of this clause, identifying all policies of insurance and sureties proposed for the provision of liability coverage pertinent to the work of the instant contract, including the endorsement required in this paragraph, and manually countersigned by an authorized representative of the insurance company shall be submitted in accordance with the time frame stated in this paragraph. All policies for liability protection, bodily injury, or property damage shall include the United States of America, acting by and through the Architect of the Capitol, as an additional insured with respect to operations under this contract. Each policy of insurance shall contain the following endorsement, which may be attached as a rider:

"It is understood and agreed that the Contractor's Insurance Company or surety shall notify the Architect of the Capitol, in writing, thirty (30) calendar days in advance of the effective date of any reduction in or cancellation of this policy."

(c) Insurance and required minimum liability limits are:

(1) Appropriate bodily injury and property damage liability insurance, with limits of not less than \$500,000 for each occurrence and \$2,000,000 for annual aggregate, including requirements for protection of hoisting and scaffolding operations, when applicable, and servicing areas adjacent to the building;

(2) Automobile bodily injury liability insurance with limits of not less than \$200,000 for each person and \$500,000 for each accident, and property liability insurance, with a limit of not less than \$20,000 for each accident. A combined single limit for these coverages is acceptable; and/or

(3) Workmen's compensation insurance as required by the laws of (1) the District of Columbia for work performed on a Government site located in the District of Columbia; (2) the State of Maryland for work performed on a Government site located in Maryland; or (3) the Commonwealth of Virginia for work performed on a Government site located in Virginia.

(d) The Contractor shall insert the substance of this clause, including this paragraph, in subcontracts under this contract that require work on a Government installation, and shall require subcontractors to provide and maintain the insurance required in this clause. The Contractor shall maintain a copy of all subcontractors proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

(End of clause)

AOC52.228-4

## Indemnification and Hold Harmless Agreement (Jun 2004)

The Contractor agrees to indemnify and hold the Government harmless against any and all claims for damages to persons or property from any cause or causes whatsoever arising out of the performance of services covered by the contract; including, but not limited to, errors, omissions or negligent acts of the Contractor, but excluding active negligence of the Government, and against any and all costs, expenses, attorney's fees, and liability incurred by the Government in defending against such claims, whether the same proceed to judgement or not. In the prosecution of any successful claim or suit by the Government for the enforcement of this contract, the Contractor shall reimburse the Government for any reasonable attorney's fees and costs of claim or suit incurred by the Government.

(End of clause)

AOC52.232-2

## Payments - Services (Mar 2006)

(a) Invoices shall be issued at the end of each month in which services are performed by the Contractor. Until further notice, properly certified invoices shall be FAXED to the Accounting Office, Architect of the Capitol at 202-226-2580. Information concerning requirements for payment requisitions must be secured by telephoning the Accounting Officer at (202) 226-2552. Payment will be made on a monthly basis. To assist the AOC in making timely payments, the Contractor is requested to furnish the following additional information on the invoice:

(1) Contract number;



(2) Name, address and Taxpayer I.D. of Contractor;

(3) Invoice Date;

(4) Unique invoice number for that particular invoice;

(5) Period the payment covers; and

(6) Amount by line item including quantity and unit pricing (see SCHEDULE OF ITEMS in Section B).

(b) Requirement when contractor employee(s) is provided on-site office space. As verification of the above time records submitted by the Contractor, each of the Contractor's employees will be required to sign and submit to the COTR a weekly time record sheet, as provided by the Architect, showing the number of regular and overtime hours, if any, worked by that employee during that week. The time record sheet will be verified and countersigned, if correct, by the COR and a copy thereof will be provided to the Contractor for record purposes.

(c) Payments will be made directly to the contractor's financial institution through Direct Deposit/Electronic Funds Transfer (DD/EFT). The Contractor's attention is directed to the requirements of AOC52.232-6, Payment by Electronic Funds Transfer - Other Than Central Contractor Registration.

(End of clause)

#### AOC52.232-6

#### Payment by Electronic Funds Transfer - Other than Central Contractor Registration (Jun 2004)

(a) Method of payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the contractor agrees to either

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to delay payment until such time as the Government makes payment by EFT (but see paragraph (d)).

(b) Mandatory submission of Contractor's EFT information. (1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (i) of this clause). The contractor shall provide this information directly to the office designated in paragraph (k) to receive that information (hereafter: "designated office") by three working days after notification of contract award. If not otherwise specified in this contract, the payment office is the designated office for receipt of the contractor's EFT information. If more than one designated office is named for the contract, the contractor shall provide a separate notice to each office. In the event that the EFT information changes, the contractor shall be responsible for providing the updated information to the designated office(s).

(2) If the contractor provides EFT information applicable to multiple contracts, the contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office. However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment.

(1) Notwithstanding the provisions of any other clause of this contract, the Government is not required to make any payment under this contract until after receipt, by the designated payment office, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a valid invoice.

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than the 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the changed EFT information is implemented by the payment office.



(e) Liability for uncompleted or erroneous transfers. (1) If an uncompleted or erroneous transfer occurs because the Government failed to use the Contractor provided EFT information in the correct manner, the Government remains responsible for--

(i) Making a correct payment; and

(ii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because Contractor's EFT information was incorrect at the time of Government release or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (d) shall apply.

(f) EFT and assignment of claims. If the contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the contractor shall require as a condition of any such assignment that the assignee shall provide the EFT information required by paragraph (i) of this clause to the designated office and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the contractor. EFT information that shows the ultimate recipient of the transfer to be other than the contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of Paragraph (d) of this clause.

(g) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information provided by the contractor's financial agent.

(h) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(i) EFT Information. The contractor shall provide the following information to the designated payment office. The contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause. The information required is as follows:

(1) The contract number;

(2) The contractor's name and remittance address as stated in the contract(s);

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the contractor's official authorized to provide this information;

(4) The name, address, and 9 digit Routing Transit Number of the contractor's financial agent; and

(5) The contractor's account number and the type of account (checking, saving or lockbox).

(j) The Contractor shall send all EFT information, and any changes to EFT information to the office designated in paragraph (k) of this clause. The Contractor shall not send EFT information to the payment office, or any other office than that designated in paragraph (k). The Government need not use any EFT information sent to any office other than that designated in paragraph (k).

(k) Designated office:

Name:

Architect of the Capital  
Accounting Division

Mailing Address:

2nd and D Streets SW  
Ford House Office Building  
Washington, DC 20515



Telephone:  
(202) 226-2552  
Facsimile:  
(202) 225-7321

(End of clause)

#### AOC52.232-7

##### Discounts (Aug 2004)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a prompt payment discount in conjunction with the offer, offerors awarded contracts may include prompt payment discounts on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the agency annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday and, for work performed in the District of Columbia, Presidential Inauguration Day, when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

(End of clause)

#### AOC52.232-9

##### Payment of Interest on Contractor Claims (Jun 2004)

(a) If an appeal is filed by the Contractor from a final decision of the Contracting Officer under the Disputes paragraph of this contract, denying a claim arising under the contract, simple interest on the amount of the claim finally determined owed by the Government shall be payable to the Contractor. Such interest shall be at the rate determined by the Secretary of the Treasury pursuant to Public Law 92 41, 85 Stat. 97, from the date the Contractor furnishes to the Contracting Officer his written appeal under the Disputes paragraph of this contract, to the date of (1) a final judgement by a court of competent jurisdiction, or (2) mailing to the Contractor of a change order, or a supplemental agreement for execution either confirming completed negotiations between the parties or carrying out a decision of a contract appeals board.

(b) Notwithstanding Paragraph (a) above, (1) interest shall be applied only from the date payment was due, if such date is later than the filing of appeal, and (2) interest shall not be paid for any period of time that the Contracting Officer determines the Contractor has unduly delayed in pursuing his remedies before a board of contract appeals or a court of competent jurisdiction.

(End of clause)

#### AOC52.232-12

##### Assignment - Supplement (Sep 2004)

Neither the contract nor any interest therein shall be assigned. However, moneys due or to become due under the contract may be assigned in accordance with the provisions of FAR clause 52.232-23 (ASSIGNMENT OF CLAIMS) as incorporated by reference in Section I.

(End of clause)

#### AOC52.233-1

##### Disputes (Jun 2004)

(a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the head of the agency involved. The decision of the head of the agency or his duly authorized representative for the determination of such appeals shall be final and conclusive. This provision shall not be pleaded in any suit involving a question of fact arising under this contract as limiting judicial review of any such decision to cases where fraud by such official or his representative or board is



alleged; provided, however, that any such decision shall be final and conclusive unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this paragraph, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

(b) This paragraph does not preclude consideration of questions of law in connection with decisions provided for in Paragraph (a) above. Nothing in this contract, however, shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

(End of clause)

#### AOC52.233-2

##### Claims for Equitable Adjustments - Waiver and Release of Claims (Jun 2004)

(a) Whenever the Contractor submits a claim for equitable adjustment under any paragraph of this contract which provides for equitable adjustment of the contract, such claim shall include all types of adjustments in the total amounts to which the paragraph entitles the Contractor, including but not limited to adjustments arising out of delays or disruptions or both caused by such change. Except as the parties may otherwise expressly agree, the Contractor shall be deemed to have waived (1) any adjustments to which it otherwise might be entitled under the paragraph where such claims fail to request such adjustments, and (2) any increase in the amount of equitable adjustments additional to those requested in its claim.

(b) Further, the Contractor agrees that, if required by the Contracting Officer, he will execute a release, in form and substance satisfactory to the Contracting Officer, as part of the supplemental agreement setting forth the aforesaid equitable adjustment, and that such release shall discharge the Government, its officers, agents and employees, from any further claims, including but not limited to further claims arising out of delays or disruptions or both, caused by the aforesaid change.

(End of clause)

#### AOC52.233-4

##### Damages for Delay (Nov 2004)

(a) The Architect shall not be obligated or liable to the Contractor for, and the Contractor hereby expressly waives any claims against the Architect on account of, any damages, costs, or expenses, of any nature whatsoever, which the Contractor or his subcontractors at any tier may incur as a result of delays, interferences, disruptions, suspensions, changes in sequence or the like arising from or out of any act or omission of the Architect, it being understood and agreed that the Contractor's sole and exclusive remedy in such event shall be an extension of the contract time, but only in accordance with the provisions of the Contract Documents.

(b) To the extent that any other provision of this contract is inconsistent with the provisions of this article such other sections will be superseded hereby with respect to the issue of delay damages.

(End of clause)

#### 52.252-2 Sec. I

##### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.gsa.gov or www.arinet.gov

(End of clause)

#### Clauses By Reference

Clause	Title	Date
52.222-21	Prohibition Of Segregated Facilities	11/08/2006

Clause	Title	Date
52.222-26	Equal Opportunity	03/22/2007
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	11/08/2006
52.233-4	Applicable Law for Breach of Contract Claim	11/08/2006
52.245-9	Use And Charges	11/08/2006
52.202-1	Definitions	07/19/2004
52.203-3	Gratuities	11/08/2006
52.203-5	Covenant Against Contingent Fees	11/08/2006
52.203-6	Restrictions On Subcontractor Sales To The Government	11/08/2006
52.215-2	Audit and Records--Negotiation	11/08/2006
52.215-8	Order of Precedence--Uniform Contract Format	11/08/2006
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	11/08/2006
52.222-36	Affirmative Action For Workers With Disabilities	11/08/2006
52.222-41	Service Contract Act Of 1965, As Amended	11/08/2006
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	11/22/2006
52.222-44	Fair Labor Standards And Service Contract Act - Price Adjustment	11/08/2006
52.222-50	Combating Trafficking in Persons	11/08/2006
52.223-6	Drug Free Workplace	11/08/2006
52.229-3	Federal, State And Local Taxes	11/08/2006
52.232-11	Extras	11/08/2006
52.232-23	Assignment Of Claims	11/08/2006
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	11/08/2006
52.242-13	Bankruptcy	11/08/2006
52.245-2 Alt I	Government Property (Fixed-Price Contracts) - Alternate I	11/08/2006
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	09/01/1996
52.249-8	Default (Fixed-Price Supply & Service)	11/08/2006
52.243-1	Changes--Fixed Price	11/08/2006
52.243-1 Alt I	Changes--Fixed Price - Alternate I	11/08/2006



## Section J - List of Attachments

J-1

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J-1

1. WAGE DETERMINATION NUMBER 05-2103 (Rev. 4) DATED 7/5/2007
2. PAYMENT INFORMATION FORM, ACH VENDOR PAYMENT SYSTEM
3. AOC CLEANING STANDARDS - GUIDE AOC QS 3.2 - v2.0, 5/2004
4. DAY CLEANING OPERATIONS - PROCESS MANUAL AOC-CP3.3 - v1.0, 5/2004
5. US CAPITOL POLICE REQUEST FOR CHECK OF CRIMINAL HISTORY RECORDS (for informational purposes only)
6. CERTIFICATE OF INSURANCE
7. PAST PERFORMANCE QUESTIONNAIRE

## Section K - Representations, Certifications and Other Statements of Offerors

### 52.203-2

#### Certificate of Independent Price Determination (Apr 1985)

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to--

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of provision)

### 52.204-3

#### Taxpayer Identification (Oct 1998)

(a) *Definitions.*

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal



Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN).*

☐ TIN: \_\_\_\_\_.

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) *Type of organization.*

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other \_\_\_\_\_.

(f) *Common parent.*

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name \_\_\_\_\_.

TIN \_\_\_\_\_.

(End of provision)

52.209-5

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Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Dec 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐ have not ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against

them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are \_\_\_ are not \_\_\_ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror has \_\_\_ has not \_\_\_, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

#### AOC52.204-2

#### Data Universal Numbering System (Duns) Number (Jun 2004)

(a) The offeror shall enter, in the space provided below, the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contract Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name,
- (2) Company address;
- (3) Company telephone number;
- (4) Line of business;
- (5) Chief executive officer/key manager;
- (6) Date the company was started;
- (7) Number of people employed by the company; and
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information



Services office from the Internet home page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at [globalinfo@mail.dnb.com](mailto:globalinfo@mail.dnb.com).

(d) Enter DUNS number: \_\_\_\_\_.

(End of provision)

AOC52.215-8

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Authorized Negotiators (Jun 2004)

The offeror represents that following persons are authorized to negotiate on its behalf with the Government in connection with this Request for Proposal:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(End of provision)

AOC52.204-3

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Representations and Certifications (Nov 2004)

The offeror shall properly execute and submit with its offer the Representations and Certifications contained herein. Insert information in spaces provided as applicable.

(End of provision)

## Section L - Instructions, Conditions and Notices to Offerors

52.216-1

Type of Contract (Apr 1984)

The Government contemplates award of a firm-fixed-price contract resulting from this solicitation.

(End of provision)

AOC52.215-1

Instructions to Offerors (May 2007)

(a) Definitions. As used in this provision --

Proposal modification is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

Proposal revision is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

Time, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays, including Presidential Inauguration Day. However, if the last day falls on a Saturday, Sunday, or legal holiday, including Presidential Inauguration Day, then the period shall include the next working day.

(b) Offerors are expected to examine the entire solicitation and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. The offeror will be held responsible for full knowledge of all information contained therein.

(c) Packaging, transmission, and tracking of proposals. (1) Proposals, modifications, and revisions shall be enclosed, in the quantities specified elsewhere in this solicitation, in sealed envelopes. [NOTE: If this solicitation is for construction services and award will be made as lowest priced technically acceptable, with each copy of the form entitled, "SOLICITATION, OFFER, AND AWARD (Construction, Alteration, or Repair)", the offeror shall enclose the completed Schedule page; offer guarantee, if required; and Representations and Certifications.] Address envelopes to: Architect of the Capitol, Procurement Division, Ford House Office Building, Attn: Matt Hazlinsky, Room H2-263 Bid Room, Second and D Streets, S.W., Washington, DC 20515. Offeror shall write Bid Documents Enclosed, H2-263 Bid Room, and write the solicitation number, time and date for receipt of offers on the exterior of the package on the same side as the address. Telegraphic or facsimile proposals and modifications will not be considered.

(2) Current security requirements established by the U.S. Capitol Police to screen mail being delivered to the U.S. Capitol Complex of buildings preclude the use of U. S. Postal Service by offerors to deliver their proposals submitted in response to this solicitation. In addition, because all packages must be screened for security purposes at a central location prior to their delivery, the Architect of the Capitol cannot accept packages containing offers hand carried directly to the Bid Room address within the Ford House Office Building, or any other location in the U.S. Capitol Complex of buildings. See Notice for Delivery on the front of the solicitation.

(3) To assist in tracking of proposals, offerors are requested to fax a copy of their signed Solicitation, Offer and Award form as well as a copy of the FEDEX or UPS receipt to Matt Hazlinsky to 866-813-9541 at the time of the issuance of their proposal.

(4) The only acceptable method by which offerors can deliver their responses to this solicitation shall be via Federal Express (FEDEX) or United Parcel Service (UPS). Offers submitted via any other method will be rejected. OFFERORS - DO NOT MAIL YOUR OFFER BY REGULAR U.S. MAIL. See notice attached to this solicitation for special instructions.

(d) Submission, modification, revision, and withdrawal of proposals. (1) Offerors are responsible for submitting proposals and any modifications or revisions so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m. local time, for the designated Government office on the date that the proposal or revision is due.

(2) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is late and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition, and-



- (i) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals;
  - (ii) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of proposals and was under the Government's control prior to the time set for receipt of proposals; or
  - (iii) It is the only proposal received.
- (3) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.
- (4) Acceptable evidence to establish the date of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.
- (5) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of proposals by the exact time specified in the solicitation and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.
- (6) Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn in person by an offeror or an authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(End of provision)

#### AOC52.215-2

#### Interpretations and Amendments (Jun 2004)

- (a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing no later than fourteen calendar days prior to the date established for receipt of offers. Oral explanations or instructions given before the award of a contract will not be binding.
  - (b) Prospective offerors shall request the Contracting Officer, in writing, via FAX or e-mail for an interpretation or correction of any ambiguity, inconsistency, or error in the contract documents which they may discover or which should have been discovered by a reasonably prudent offeror. Such requests or objections to materials or methods of construction shown or specified shall be directed to the attention of the Contracting Officer at least fifteen (15) calendar days prior to the date specified for receipt of proposals. Written requests shall be transmitted via e-mail to [mhazlins@aoc.gov](mailto:mhazlins@aoc.gov) or via facsimile to 866-813-9541.
  - (c) Any interpretations or corrections, as well as any additional modifications the Contracting Officer may desire to include, will be in the form of amendments, in writing, which will be sent on the same date to all offerors if that information is necessary in submitting offers or if the lack of it would be prejudicial to other prospective offerors and shall become a part of any subsequent contract. The Contracting Officer reserves the right to answer only such questions as have, in his opinion, a definite bearing upon the proposals to be submitted.
- (1) Offerors shall acknowledge the receipt of all amendments to the solicitation by:
- (i) Signing and returning the amendment;
  - (ii) Identifying the amendment number and date in the space provided for this purpose on the form for submitting a offer;
  - (iii) Letter or telegram; or
  - (iv) Facsimile, if facsimile offers are authorized in the solicitation.
- (2) The Government must receive the acknowledgment by the time and at the place specified for receipt of offers.
- (d) Requests for oral interpretations or any other interpretations not made by amendments will not be accepted, and any information that may possibly be gained by offerors in that manner is gratuitous and not binding.
  - (e) If this solicitation is amended, all terms and conditions that are not amended remain unchanged.
- (End of provision)

AOC52.215-3

## Restriction on Disclosure and Use of Data (Jun 2004)

Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall

(a) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets (insert numbers or other identification of sheets) ; and

(b) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(End of provision)

AOC52.215-6

## Preparation of Proposals (May 2007)

(a) Offerors are expected to examine the drawings, if any, specifications, Schedule, and all instructions. Failure to do so will be at the Offerors risk.

(b) Each offeror shall furnish the information required by the solicitation. The offerors shall sign the offer on Page 1 (SOLICITATION, OFFER AND AWARD) in block 18 and return Sections A, B, and K of this solicitation package. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(c) For each item offered, offers shall

(1) Show the unit price, if required, including, unless otherwise specified, packaging, packing, and preservation; and

(2) Enter the extended price for the quantity of each item offer in the "Amount" column of the Schedule.

(d) In case of discrepancy between a unit price and an extended price, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.

(e) Offers for supplies or services other than those specified will not be considered unless authorized by the solicitation.

(End of provision)

AOC52.215-9

## Failure to Submit Offer (Jun 2004)

Recipients of this solicitation not responding with a proposal should not return this solicitation, unless it specifies otherwise. Instead, they should advise the issuing office by letter, postcard, or established electronic commerce methods, whether they want to receive future solicitations for similar requirements. If a recipient does not submit a proposal and does not notify the issuing office that future solicitations are desired, the recipient's name will be removed from the applicable mailing list.

(End of provision)

L.1**ARTICLE L.1 PROPOSAL COMPOSITION - SOURCE SELECTION PROCEDURES**

(a) Proposals shall be submitted in two major subdivisions: Technical Proposal whose content and arrangement shall be as described in the article, "INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL" of this section, and a Price Proposal, which shall be prepared in detail on a basis as described and set forth in the article entitled, "INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL" of this section.



(b) The Technical Proposal and the Price Proposal portions of each proposal tendered by any offeror shall each be enclosed in a separate sealed package, identified on its outer surface as to content in the manner prescribed in the article entitled "SUBMISSION OF OFFERS" of this section and submitted in the following number of copies:

- (1) Technical Proposal - One original and three (3) copies.
- (2) Price Proposal - One original and one (1) copy.

(c) Each offeror may submit one or more proposals; however, each proposal shall be configured as described above, shall be considered on its own merits as to the completeness of submission and shall not share required documentation, bonding, or other requirements of submission with any other proposal submitted by the same offeror.

## L.2

### **ARTICLE L.2 INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL - SOURCE SELECTION PROCEDURES**

(a) The Technical Proposal shall be organized in accordance with the following format to facilitate evaluation by the Government. The Technical Proposal shall be subdivided into five subsections: Technical Approach / Operating Plan, Quality Control Procedures, Management Approach, Corporate Experience, and Past Performance; indexed by evaluation factor and contained in three ring binders, binder clips, rings, or other methods that allow the material to be viewed and removed easily. Spiral binding is strongly discouraged.

#### **Evaluation Factor 1 - Technical Approach / Operating Plan -**

Subfactor 1 - Operating Plan. The Offeror shall provide an Operating Plan that includes a description of the plans, methods, and procedures to be used for scheduling and carrying out all phases of the work required by the RFP, to include a detailed and complete annual schedule of the dates for all services to be performed. In addition, the schedule shall indicate the hours of the daily work and the days of the week that weekly work will be performed. The proposed schedule shall list the type of work to be performed, the areas to be worked, and the estimated time to complete the work in each area, and when scheduled services performed weekly or less frequently fall on a holiday, the alternate dates shall be specified. The Operating Plan shall also include a list of all cleaning supplies to be used, subject to the COTR approval.

Subfactor 2 - Chemicals/Supplies. Provide a complete list of all chemicals/supplies you propose to use to perform this work in greenhouse environments. All chemicals must be compatible with plant life and beneficial insect habitats. Under no circumstances can water solutions or chemical solutions endanger beneficial insects which control disease in the greenhouses. All chemicals in use should be environmentally sound. For each item listed, provide the product name, the manufacturer's complete name, address and telephone number, and the intended use of the product. Please attach any appropriate Material Safety Data Sheets (MSDS).

Subfactor 3 - Equipment. Provide a listing of equipment you consider necessary and which you will furnish and use to perform this work. Equipment needs to be environmentally sound for indoor use in a sealed greenhouse environment. No gasoline engines are permitted. For each item proposed, provide the information concerning its intended use and quantity of the item believed necessary and which you will furnish.

Subfactor 4 - Staffing Plan. Provide your proposed on-site staffing plan, listing the number of employees proposed to be provided and your method of assuring that the services required by this RFP are adequately and consistently provided by qualified personnel. Personnel qualifications include the ability to effectively communicate both orally and in writing (in English) with other members of the USBG staff as well as Contractor staff. All Supervisors must speak English. Show how you will provide the needed personnel within a 24 hour timeframe to meet the requirement of this contract for special Congressional events.

#### **Evaluation Factor 2 - Quality Control Procedures -**

Provide details of the methods and techniques your firm will use for the detection and correction of deficiencies and the proposed methodology, frequency, thoroughness and means of documentation under your Quality Control Program.

#### **Evaluation Factor 3 - Management Approach -**

Subfactor 1 - Provide information regarding your corporate staff resources, how they are organized, and the proposed methods of interfacing with and providing any needed support to your proposed Contract Job Manager at the USBG and supervisor(s) for the work needed on this RFP.

Subfactor 2 - Provide information sufficient to allow the Government to evaluate your approach to managing the services required by this solicitation including: lines of authority and responsibility for the performance of the work; relevant personnel practices including a discussion of hiring and promotion policies and procedures; management controls over the workforce; how your management techniques can be expected to identify and correct performance problems at all hours.



Subfactor 3- Key Personnel (On-Site Supervisor) . Provide a resume for the key personnel. The resume should document recent and relevant experience (within the past five years) in the management of similar projects of this size and scope (including greenhouses and public buildings), shall be a maximum of four pages, include beginning and ending month and year for each job, and include the following information:

- .1 A list of projects and the level of involvement;
- .2 List relevant education, training and skills;
- .3 A list of 3 references who can provide appropriate feedback about the quality of performance and technical capabilities. Include a contract name, company, address and current telephone number.
- .4 Position and years with the Offeror.

**Evaluation Factor 4 - Corporate Experience -**

Provide a list of past projects of similar scope, size and complexity and which involved similar restrictions on chemical usage and working in a greenhouse environment during the last five years. For each project listed, provide the following:

From/To: (Dates Month and Year)

Project Description (type of facility, square footage, complexity of cleaning to include description of services included in the contract):

Client Agency:

Technical Point of Contact:

Current Phone Number for Point of Contact:

Dollar Value of Contract:

Relevance of Experience to this particular kind of project at United States Botanic Garden.

**Evaluation Factor 5 - Past Performance -**

Offerors shall forward the form listed under Attachments titled Past Performance Questionnaire to references to be completed and forwarded directly to the AOC as directed on the form. Offerors are encouraged to request that references submit the Past Performance Questionnaires to the AOC prior to the closing date of this RFP.

However, Past Performance Questionnaires received after the closing date of this RFP will be accepted if received prior to the conclusion of technical evaluations and will NOT cause the offeror to be considered as non-responsive.

Offerors are advised that the Government may use all data provided by the offeror in their proposal and data obtained from other sources, to include but not limited to government-wide databases. Past performance information on contracts not listed by the offeror, or that of proposed subcontractors, may also be evaluated. The government may contact references provided or any other source than those identified by the offeror and information received may be used in the evaluation of the offeror's past performance. While the Government may elect to consider data obtained from other sources, the burden of providing current accurate and complete past performance information rests with the offeror.

**L.3**

**ARTICLE L.3 INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL - SOURCE SELECTION PROCEDURES**

(a) A firm fixed-price shall be entered by each offeror on the Schedule page for each line item (line item pricing, options and unit prices) which shall represent the cost for performing the work required by this Request for Proposal. The Architect reserves the right to request from each offeror information regarding the breakdown of all costs that are included in the lump sum price (Line Item Nos. 1 through 15, inclusive), to include copies of all work sheets used in forming the proposed pricing. Erasures or other changes on any or all submissions shall be initialed by the signer of the proposal or by his duly authorized agent.

(b) In addition, the Representations and Certifications, with applicable information included in the spaces provided shall be included as a part of the Price Proposal.

(c) The Price Proposal shall be submitted with the required documents in the following order:



- (1) The SOLICITATION, OFFER, AND AWARD FORM (original signature required in Block 18);
- (2) Section B - The SCHEDULE pages 2 through 5; and
- (3) Section K - The REPRESENTATIONS AND CERTIFICATIONS .

(d) The offeror shall identify in the proposal any Government Furnished Property (i.e. Information Technology equipment) that will be required during the contract period or if access is required to the AOC network during this period.

#### AOC52.237-1

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##### AOC52.237-1 Site Visit (Aug 2005)

(a) Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

(b) Appointments for visiting the locations specified herein can be made by contacting Matt Hazlinsky at (202) 226-0994.

(End of provision)

#### L.4

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##### **NOTICE TO OFFERORS - SITE VISIT**

A SITE VISIT FOR THE USBG FACILITIES HAS BEEN SCHEDULED FOR **AUGUST 3, 2007 AT 11:00 A.M.** THIS IS THE ONLY SITE VISIT THAT WILL BE HELD. AS SUCH, ALL PROSPECTIVE OFFERORS SHOULD PLAN TO ATTEND ON THIS DATE.

##### ITINERARY -

THE SITE VISIT WILL CONVENE AT THE USBG CONSERVATORY CLASSROOM, 100 MARYLAND AVE SW, AT 11:00 AM. AFTER AN INITIAL BRIEFING BY THE CONTRACTING OFFICER, A WALKTHROUGH OF THE FACILITY WILL ENSUE. ATTENDEES WILL THEN WALK TO THE USBG ADMINISTRATION BUILDING, 245 FIRST ST SW, AND INSPECT THAT FACILITY.

ATTENDEES WILL RECONVENE AT 1:00 PM AT THE USBG PRODUCTION FACILITY MEETING ROOM, 4700 SHEPHERD PKWY SW, INSPECT THE FACILITY, AND CONCLUDE THE SITE VISIT WITH A BRIEF MEETING.

## Section M - Evaluation Factors for Award

### M.1

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#### ARTICLE M.1 PROPOSAL EVALUATION CRITERIA - SOURCE SELECTION PROCEDURES

(a) The evaluation criteria to be used by the Contracting Officer for the selection of a contractor to perform the work specified are defined below. The criteria are divided into technical and price categories which consist of subsections corresponding to those in the article entitled INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL and the article entitled INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL in Section L. The technical criteria are considered by the Architect to be generally more important than price criteria. However, as the difference in technical merit between the proposals becomes less significant, the relative importance of the price will increase.

(b) TECHNICAL CRITERIA. Each offeror's proposal will be evaluated in accordance with the technical criteria listed below to determine whether it is responsive to the requirements of the RFP and are therefore acceptable. The technical criteria are of equal importance in relation to one another. All technical criteria subfactors are of equal importance in relation to one another. Technical criteria are listed below:

(1) Technical Approach / Operating Plan. The offeror's technical approach will be evaluated to determine if the proposed plans, methods, supplies, equipment and procedures to be used to carry out the work are efficient and effective, and comply with solicitation requirements and will ensure the successful completion of the work.

(2) Quality Control Procedures. The offeror's Quality Control Procedures will be evaluated to determine if the proposed Quality Control methods and techniques comply with solicitation requirements and clearly define a methodology for the detection and correction of deficiencies. The offeror's proposal will be evaluated to determine the frequency, thoroughness and means of documentation.

(3) Management Approach. The offeror's management approach will be evaluated to determine the effectiveness of the corporate staff resources in interfacing with and providing support to the Contract Job Manager and supervisors; that appropriate delegations of authority are provided to the Contract Job Manager and supervisors to allow them to efficiently perform the contract; and that the proposed management approach includes relevant personnel practices, management controls over the workforce, and your management techniques to identify and correct performance problems are efficient and effective.

(i) The resume of your proposed Contract Job Manager will be evaluated to determine the level of his/her qualifications to manage the services required by this solicitation; the extent of successful participation in similar projects within the past five years, taking into consideration the degree of client satisfaction for each project. Higher scores will be given to offerors whose Contract Job Manager's relevant experience is extensive and whose past performance has been highly successful.

(4) Corporate Experience. The offeror and its proposed subcontractor's experience will be evaluated to determine the extent of its experience relevant to this requirement during the past five years. Higher scores will be given to offerors whose experience is most extensive in similar janitorial services using the same materials and similar tasks as specified for this requirement.

(5) Past Performance. The offeror's past performance will be evaluated to determine the extent of successful performance of similar projects within the past five years, taking into consideration timeliness and degree of client satisfaction for each project. In investigating the offeror's past performance, the Government will consider references submitted by the offeror and may also consider information from other sources.

(c) PRICE CRITERIA. The Government will evaluate the price proposals of all firms found technically qualified. Price criterion measure not only actual dollars but also analyze the reasonableness of the Offeror's proposed price and its position in the range of all prices.

#### AOC52.215-5

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#### Contract Award - Source Selection Procedures (Jun 2004)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The Government may



- (1) Reject any or all offers if such action is in the public interest;
- (2) Accept other than the lowest offer; and
- (3) Waive informalities and minor irregularities in offers received.

(c) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(d) The Government may accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or the offer.

(e) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer as provided in Paragraph (d) of this provision), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the Government.

(f) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract. However, if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished is incomplete, inaccurate, or not current.

(g) The Government may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(End of provision)

#### 52.217-5

#### Evaluation of Options (July 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

REGISTER OF WAGE  
DETERMINATIONS UNDER THE  
SERVICE CONTRACT ACT

By direction of the Secretary of Labor

William W.Gross Division of  
Director Wage  
Determinations

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS  
ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, D.C. 20210

Wage Determination No.: 2005-2103

Revision No.: 4

Date of Last Revision: 07/05/2007

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

**OCCUPATION CODE - TITLE**

**MINIMUM WAGE RATE**

**01000 - Administrative Support And Clerical Occupations**

01011 - Accounting Clerk I	13 .79
01012 - Accounting Clerk II	15 .49
01013 - Accounting Clerk III	18 .43
01020 - Administrative Assistant	23 .59
01040 - Court Reporter	18 .43
01051 - Data Entry Operator I	12 .67
01052 - Data Entry Operator II	13 .82
01060 - Dispatcher, Motor Vehicle	16 .50
01070 - Document Preparation Clerk	13 .29
01090 - Duplicating Machine Operator	13 .29
01111 - General Clerk I	13 .72
01112 - General Clerk II	15 .32



01113 - General Clerk III	18 .74
01120 - Housing Referral Assistant	21 .66
01141 - Messenger Courier	10 .23
01191 - Order Clerk I	14 .74
01192 - Order Clerk II	16 .29
01261 - Personnel Assistant (Employment) I	15 .60
01262 - Personnel Assistant (Employment) II	18 .43
01263 - Personnel Assistant (Employment) III	21 .66
01270 - Production Control Clerk	21 .29
01280 - Receptionist	12 .72
01290 - Rental Clerk	15 .60
01300 - Scheduler, Maintenance	15 .60
01311 - Secretary I	17 .03
01312 - Secretary II	18 .39
01313 - Secretary III	21 .66
01320 - Service Order Dispatcher	15 .82
01410 - Supply Technician	23 .59
01420 - Survey Worker	18 .43
01531 - Travel Clerk I	12 .07
01532 - Travel Clerk II	13 .01
01533 - Travel Clerk III	13 .99
01611 - Word Processor I	13 .76
01612 - Word Processor II	15 .60
01613 - Word Processor III	18 .43

### **05000 - Automotive Service Occupations**

05005 - Automobile Body Repairer, Fiberglass	25 .26
05010 - Automotive Electrician	21 .37
05040 - Automotive Glass Installer	20 .14
05070 - Automotive Worker	20 .14
05110 - Mobile Equipment Servicer	17 .31
05130 - Motor Equipment Metal Mechanic	22 .53
05160 - Motor Equipment Metal Worker	20 .14
05190 - Motor Vehicle Mechanic	22 .53

05220 - Motor Vehicle Mechanic Helper	16 .81
05250 - Motor Vehicle Upholstery Worker	19 .66
05280 - Motor Vehicle Wrecker	20 .14
05310 - Painter, Automotive	21 .37
05340 - Radiator Repair Specialist	20 .14
05370 - Tire Repairer	14 .43
05400 - Transmission Repair Specialist	22 .53

**07000 - Food Preparation And Service Occupations**

07010 - Baker	13 .18
07041 - Cook I	11 .97
07042 - Cook II	13 .28
07070 - Dishwasher	9 .76
07130 - Food Service Worker	10 .25
07210 - Meat Cutter	16 .07
07260 - Waiter/Waitress	8 .59

**09000 - Furniture Maintenance And Repair Occupations**

09010 - Electrostatic Spray Painter	18 .05
09040 - Furniture Handler	12 .78
09080 - Furniture Refinisher	18 .39
09090 - Furniture Refinisher Helper	14 .11
09110 - Furniture Repairer, Minor	16 .31
09130 - Upholsterer	18 .05

**11000 - General Services And Support Occupations**

11030 - Cleaner, Vehicles	9 .67
11060 - Elevator Operator	9 .79
11090 - Gardener	15 .70
11122 - Housekeeping Aide	10 .89
11150 - Janitor	10 .89
11210 - Laborer, Grounds Maintenance	12 .07
11240 - Maid or Houseman	10 .84
11260 - Pruner	11 .37



11270 - Tractor Operator	14 .19
11330 - Trail Maintenance Worker	12 .07
11360 - Window Cleaner	11 .31

**12000 - Health Occupations**

12010 - Ambulance Driver	16 .06
12011 - Breath Alcohol Technician	17 .67
12012 - Certified Occupational Therapist Assistant	20 .31
12015 - Certified Physical Therapist Assistant	19 .99
12020 - Dental Assistant	16 .90
12025 - Dental Hygienist	40 .68
12030 - EKG Technician	24 .34
12035 - Electroneurodiagnostic Technologist	24 .34
12040 - Emergency Medical Technician	17 .67
12071 - Licensed Practical Nurse I	18 .60
12072 - Licensed Practical Nurse II	20 .82
12073 - Licensed Practical Nurse III	21 .79
12100 - Medical Assistant	14 .23
12130 - Medical Laboratory Technician	18 .04
12160 - Medical Record Clerk	14 .96
12190 - Medical Record Technician	16 .67
12195 - Medical Transcriptionist	16 .46
12210 - Nuclear Medicine Technologist	28 .93
12221 - Nursing Assistant I	9 .75
12222 - Nursing Assistant II	10 .96
12223 - Nursing Assistant III	12 .99
12224 - Nursing Assistant IV	14 .58
12235 - Optical Dispenser	16 .67
12236 - Optical Technician	14 .41
12250 - Pharmacy Technician	15 .75
12280 - Phlebotomist	14 .58
12305 - Radiologic Technologist	27 .61
12311 - Registered Nurse I	24 .92
12312 - Registered Nurse II	31 .22

12313 - Registered Nurse II, Specialist	31 .22
12314 - Registered Nurse III	37 .77
12315 - Registered Nurse III, Anesthetist	37 .77
12316 - Registered Nurse IV	45 .28
12317 - Scheduler (Drug and Alcohol Testing)	18 .04

### **13000 - Information And Arts Occupations**

13011 - Exhibits Specialist I	18 .55
13012 - Exhibits Specialist II	23 .33
13013 - Exhibits Specialist III	28 .11
13041 - Illustrator I	18 .73
13042 - Illustrator II	23 .42
13043 - Illustrator III	28 .82
13047 - Librarian	25 .45
13050 - Library Aide/Clerk	12 .52
13054 - Library Information Technology Systems Administrator	22 .99
13058 - Library Technician	17 .88
13061 - Media Specialist I	16 .58
13062 - Media Specialist II	18 .55
13063 - Media Specialist III	20 .68
13071 - Photographer I	14 .67
13072 - Photographer II	17 .18
13073 - Photographer III	21 .52
13074 - Photographer IV	26 .05
13075 - Photographer V	29 .15
13110 - Video Teleconference Technician	16 .58

### **14000 - Information Technology Occupations**

14041 - Computer Operator I	16 .72
14042 - Computer Operator II	18 .71
14043 - Computer Operator III	20 .86
14044 - Computer Operator IV	23 .18
14045 - Computer Operator V	25 .66



14071 - Computer Programmer I (1)	21 .60
14072 - Computer Programmer II (1)	26 .37
14073 - Computer Programmer III (1)	27 .62
14074 - Computer Programmer IV (1)	27 .62
14101 - Computer Systems Analyst I (1)	27 .62
14102 - Computer Systems Analyst II (1)	27 .62
14103 - Computer Systems Analyst III (1)	27 .62
14150 - Peripheral Equipment Operator	16 .72
14160 - Personal Computer Support Technician	23 .18

### **15000 - Instructional Occupations**

15010 - Aircrew Training Devices Instructor (Non-Rated)	34 .39
15020 - Aircrew Training Devices Instructor (Rated)	42 .72
15030 - Air Crew Training Devices Instructor (Pilot)	50 .66
15050 - Computer Based Training Specialist / Instructor	31 .26
15060 - Educational Technologist	29 .09
15070 - Flight Instructor (Pilot)	50 .66
15080 - Graphic Artist	24 .95
15090 - Technical Instructor	23 .87
15095 - Technical Instructor/Course Developer	29 .19
15110 - Test Proctor	19 .04
15120 - Tutor	19 .04

### **16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations**

16010 - Assembler	8 .95
16030 - Counter Attendant	8 .95
16040 - Dry Cleaner	12 .21
16070 - Finisher, Flatwork, Machine	8 .95
16090 - Presser, Hand	8 .95
16110 - Presser, Machine, Drycleaning	8 .95
16130 - Presser, Machine, Shirts	8 .95
16160 - Presser, Machine, Wearing Apparel,	8 .95

## Laundry

16190 - Sewing Machine Operator	12 .30
16220 - Tailor	13 .01
16250 - Washer, Machine	9 .81

**19000 - Machine Tool Operation And Repair Occupations**

19010 - Machine-Tool Operator (Tool Room)	18 .95
19040 - Tool And Die Maker	23 .05

**21000 - Materials Handling And Packing Occupations**

21020 - Forklift Operator	17 .26
21030 - Material Coordinator	21 .29
21040 - Material Expediter	21 .29
21050 - Material Handling Laborer	12 .65
21071 - Order Filler	13 .21
21080 - Production Line Worker (Food Processing)	17 .28
21110 - Shipping Packer	14 .46
21130 - Shipping/Receiving Clerk	14 .46
21140 - Store Worker I	10 .44
21150 - Stock Clerk	14 .35
21210 - Tools And Parts Attendant	17 .26
21410 - Warehouse Specialist	17 .26

**23000 - Mechanics And Maintenance And Repair Occupations**

23010 - Aerospace Structural Welder	25 .68
23021 - Aircraft Mechanic I	24 .46
23022 - Aircraft Mechanic II	25 .68
23023 - Aircraft Mechanic III	26 .97
23040 - Aircraft Mechanic Helper	16 .61
23050 - Aircraft, Painter	23 .42
23060 - Aircraft Servicer	18 .71
23080 - Aircraft Worker	19 .90
23110 - Appliance Mechanic	20 .60
23120 - Bicycle Repairer	14 .43



23125 - Cable Splicer	24 .98
23130 - Carpenter, Maintenance	20 .36
23140 - Carpet Layer	18 .70
23160 - Electrician, Maintenance	25 .37
23181 - Electronics Technician Maintenance I	22 .08
23182 - Electronics Technician Maintenance II	23 .44
23183 - Electronics Technician Maintenance III	24 .70
23260 - Fabric Worker	17 .90
23290 - Fire Alarm System Mechanic	21 .46
23310 - Fire Extinguisher Repairer	16 .50
23311 - Fuel Distribution System Mechanic	22 .81
23312 - Fuel Distribution System Operator	19 .38
23370 - General Maintenance Worker	20 .91
23380 - Ground Support Equipment Mechanic	24 .46
23381 - Ground Support Equipment Servicer	18 .71
23382 - Ground Support Equipment Worker	19 .90
23391 - Gunsmith I	16 .50
23392 - Gunsmith II	19 .18
23393 - Gunsmith III	21 .46
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21 .96
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23 .13
23430 - Heavy Equipment Mechanic	21 .46
23440 - Heavy Equipment Operator	21 .46
23460 - Instrument Mechanic	21 .46
23465 - Laboratory/Shelter Mechanic	20 .36
23470 - Laborer	14 .27
23510 - Locksmith	19 .76
23530 - Machinery Maintenance Mechanic	21 .77
23550 - Machinist, Maintenance	21 .52
23580 - Maintenance Trades Helper	15 .10
23591 - Metrology Technician I	21 .46
23592 - Metrology Technician II	22 .61

23593 - Metrology Technician III	23 .72
23640 - Millwright	23 .30
23710 - Office Appliance Repairer	21 .00
23760 - Painter, Maintenance	20 .36
23790 - Pipefitter, Maintenance	22 .76
23810 - Plumber, Maintenance	20 .99
23820 - Pneudraulic Systems Mechanic	21 .46
23850 - Rigger	21 .46
23870 - Scale Mechanic	19 .18
23890 - Sheet-Metal Worker, Maintenance	21 .46
23910 - Small Engine Mechanic	20 .05
23931 - Telecommunications Mechanic I	25 .22
23932 - Telecommunications Mechanic II	26 .58
23950 - Telephone Lineman	24 .43
23960 - Welder, Combination, Maintenance	21 .46
23965 - Well Driller	21 .46
23970 - Woodcraft Worker	21 .46
23980 - Woodworker	16 .50

#### **24000 - Personal Needs Occupations**

24570 - Child Care Attendant	11 .58
24580 - Child Care Center Clerk	16 .15
24610 - Chore Aide	9 .58
24620 - Family Readiness And Support Services Coordinator	12 .95
24630 - Homemaker	16 .75

#### **25000 - Plant And System Operations Occupations**

25010 - Boiler Tender	24 .98
25040 - Sewage Plant Operator	20 .23
25070 - Stationary Engineer	24 .98
25190 - Ventilation Equipment Tender	17 .56
25210 - Water Treatment Plant Operator	20 .23



**27000 - Protective Service Occupations**

27004 - Alarm Monitor	17 .66
27007 - Baggage Inspector	11 .51
27008 - Corrections Officer	19 .83
27010 - Court Security Officer	23 .26
27030 - Detection Dog Handler	17 .66
27040 - Detention Officer	19 .83
27070 - Firefighter	22 .39
27101 - Guard I	11 .51
27102 - Guard II	17 .66
27131 - Police Officer I	23 .94
27132 - Police Officer II	26 .60

**28000 - Recreation Occupations**

28041 - Carnival Equipment Operator	12 .35
28042 - Carnival Equipment Repairer	13 .30
28043 - Carnival Equipment Worker	8 .40
28210 - Gate Attendant/Gate Tender	13 .01
28310 - Lifeguard	11 .59
28350 - Park Attendant (Aide)	14 .56
28510 - Recreation Aide/Health Facility Attendant	10 .62
28515 - Recreation Specialist	18 .04
28630 - Sports Official	11 .59
28690 - Swimming Pool Operator	16 .85

**29000 - Stevedoring/Longshoremen Occupational Services**

29010 - Blocker And Bracer	20 .55
29020 - Hatch Tender	20 .55
29030 - Line Handler	20 .55
29041 - Stevedore I	19 .18
29042 - Stevedore II	21 .64

**30000 - Technical Occupations**

30010 - Air Traffic Control Specialist, Center (HFO)	
--	--

(2)	34 .71
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23 .94
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	26 .36
30021 - Archeological Technician I	17 .06
30022 - Archeological Technician II	19 .03
30023 - Archeological Technician III	23 .76
30030 - Cartographic Technician	24 .85
30040 - Civil Engineering Technician	22 .19
30061 - Drafter/CAD Operator I	17 .92
30062 - Drafter/CAD Operator II	20 .06
30063 - Drafter/CAD Operator III	22 .36
30064 - Drafter/CAD Operator IV	27 .51
30081 - Engineering Technician I	20 .19
30082 - Engineering Technician II	22 .67
30083 - Engineering Technician III	25 .37
30084 - Engineering Technician IV	31 .43
30085 - Engineering Technician V	38 .44
30086 - Engineering Technician VI	46 .51
30090 - Environmental Technician	21 .36
30210 - Laboratory Technician	22 .36
30240 - Mathematical Technician	26 .31
30361 - Paralegal/Legal Assistant I	20 .03
30362 - Paralegal/Legal Assistant II	24 .82
30363 - Paralegal/Legal Assistant III	30 .35
30364 - Paralegal/Legal Assistant IV	36 .73
30390 - Photo-Optics Technician	24 .85
30461 - Technical Writer I	20 .69
30462 - Technical Writer II	25 .30
30463 - Technical Writer III	30 .61
30491 - Unexploded Ordnance (UXO) Technician I	22 .06
30492 - Unexploded Ordnance (UXO) Technician II	26 .69
30493 - Unexploded Ordnance (UXO) Technician	31 .99



## III

30494 - Unexploded (UXO) Safety Escort	22 .06
30495 - Unexploded (UXO) Sweep Personnel	22 .06
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	22 .14
30621 - Weather Observer, Senior (2)	23 .98

**31000 - Transportation/Mobile Equipment Operation Occupations**

31020 - Bus Aide	11 .99
31030 - Bus Driver	17 .54
31043 - Driver Courier	12 .71
31260 - Parking and Lot Attendant	9 .06
31290 - Shuttle Bus Driver	13 .89
31310 - Taxi Driver	13 .98
31361 - Truckdriver, Light	13 .89
31362 - Truckdriver, Medium	17 .09
31363 - Truckdriver, Heavy	18 .40
31364 - Truckdriver, Tractor-Trailer	18 .40

**99000 - Miscellaneous Occupations**

99030 - Cashier	10 .03
99050 - Desk Clerk	10 .45
99095 - Embalmer	21 .77
99251 - Laboratory Animal Caretaker I	10 .47
99252 - Laboratory Animal Caretaker II	10 .85
99310 - Mortician	27 .25
99410 - Pest Controller	14 .54
99510 - Photofinishing Worker	11 .59
99710 - Recycling Laborer	15 .73
99711 - Recycling Specialist	18 .72
99730 - Refuse Collector	14 .01
99810 - Sales Clerk	11 .87
99820 - School Crossing Guard	11 .37
99830 - Survey Party Chief	19 .76

99831 - Surveying Aide	12 .28
99832 - Surveying Technician	18 .78
99840 - Vending Machine Attendant	12 .61
99841 - Vending Machine Repairer	16 .37
99842 - Vending Machine Repairer Helper	12 .61

**ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:**

**HEALTH & WELFARE:** \$3.16 per hour or \$126.40 per week or \$547.73 per month

**VACATION:** 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

**HOLIDAYS:** A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

**THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):**

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) **AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to



employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.



The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

#### REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

##### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation (s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification (s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or



disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

**\*\*\*\*\*NOTICE\*\*\*\*\***

TO: ALL VENDORS/CONTRACTORS/CONSULTANTS  
FROM: THE OFFICE OF THE ARCHITECT OF THE CAPITOL

Due to requirements set forth in the DEBT COLLECTION IMPROVEMENT ACT OF 1996 (PUBLIC LAW 104-134), all payments made to vendors and consultants doing business with the Federal Government must be made by Electronic Funds Transfer (EFT) directly to your financial institution. If you are currently enrolled under EFT with the Architect of the Capitol, no further action is necessary other than to report changes.

EFT payments are cost effective, enabling prompt, convenient and reliable payments directly to a designated bank account.

The Architect of the Capitol, in making EFT payments, supplies the financial institution with identifying information (i.e. invoice number), which accompanies each transaction. The financial institution in turn can supply this information to the account holder.

Therefore to accomplish the mandate of P. L. 104-134, it is necessary that the attached sheet; PAYMENT INFORMATION FORM ACH VENDOR PAYMENT SYSTEM be completed and returned within three (3) working days of award as set forth in Section G or Solicitation Conditions of the contract. Again, this requirement applies only if you are not enrolled in the EFT system with the Architect of the Capitol.



**PAYMENT INFORMATION FORM  
ACH VENDOR PAYMENT SYSTEM**

This form is used for ACH payments with an addendum record that carries payment-related information. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. The information will be transmitted in the CCD+ format to the designated financial institution.

**Debt Collection Improvement Act of 1996**

**PAPERWORK REDUCTION ACT STATEMENT**

The information being collected on this form is pursuant to Public Law 104-134, which mandated Electronic Funds Transfer for recipients of all federal payments (excluding IRS tax refunds) beginning July 24, 1996. This information will be needed by the Treasury Department to transmit payments and related data.

**COMPANY INFORMATION**

NAME:

ADDRESS:

CONTRACT NUMBER: AOC-\_\_\_\_\_

TAXPAYER IDENTIFICATION NUMBER (TIN):

CONTACT PERSON NAME:

TELEPHONE NUMBER: (    )  
FAX NUMBER: (    )

**AGENCY INFORMATION**

NAME: ARCHITECT OF THE CAPITOL - FORD HOUSE OFFICE BUILDING

ADDRESS: ACCOUNTING DIVISION, ROOM H2-205

WASHINGTON, D.C. 20024

FAX NUMBER: (202) 225-7321

CONTACT PERSON NAME: MR. JAMES JARBOE

TELEPHONE NUMBER: (202) 226-2552

**FINANCIAL INSTITUTION INFORMATION**

BANK NAME:

BRANCH LOCATION: (If applicable)

CONTACT NAME:

TELEPHONE NUMBER: (    )

NINE DIGIT ROUTING TRANSIT NUMBER: \_\_\_\_\_

DEPOSITOR ACCOUNT NUMBER:

TYPE OF ACCOUNT:    ☐ CHECKING    ☐ SAVINGS    ☐ LOCKBOX

SIGNATURE AND TITLE OF REPRESENTATIVE:

TELEPHONE NUMBER:



  
Hector Suarez  
Deputy Chief of Staff

GUIDE AOC-QS3.2 – v2.0 (05/04)  
May 2004  
**CLEANING STANDARDS**

**Section 1 - Introduction**

**1.1 Purpose**

This document describes the required quality standards for cleaning operations. These standards are detailed and specific for each task to achieve consistency and uniformity in how they will be performed AOC-wide. These standards will be the basis for cleanliness inspections.

**1.2 Policy**

It is the policy of the Architect of the Capitol to provide a high quality cleaning service to building occupants and visitors.

To do so, the AOC hereby defines its cleaning standards for application by all personnel performing cleaning tasks for the AOC.

**1.3 Scope**

All cleaning activities conducted in buildings where cleanliness is under the responsibility of the Architect of the Capitol.

No general exceptions are made. Specific exceptions may be indicated in the Day Cleaning Operations Manual or the Night Cleaning Operations Manual.

Standards regarding aspects specific to day care centers will be reflected in the relevant contracts (HOB and SOB only).

**1.4 Responsibility**

The immediate supervising position is responsible for the performance of cleaning and policing personnel. His/her duties include:

- ⇒ Ensure that cleaning and policing personnel achieve cleanliness levels as described in this document.



AOC Quality System Chapter 3  
**Facilities Management**

QUALITY MANAGEMENT  
Ford Building – Room H2-514 – x 6-0632



Hector Suarez  
Deputy Chief of Staff

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The **immediate supervising position** is responsible for the performance of cleaning and policing personnel. His/her duties include:

- ⇒ Ensure that cleaning and policing personnel achieve cleanliness levels as described in this document.

The **cleaning and policing personnel** are responsible for performing their assigned cleaning tasks in accordance with these Cleaning Standards.

### **1.5 Safety Considerations**

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All functions involved in the initial implementation and the ongoing application of the provisions contained in this document are expected to comply with health and safety requirements regarding employees in the workplace.

Employees are expected to work and behave in a manner consistent with AOC Safety Policies and OSHA standards and to follow safe work practices.

Whenever appropriate, employees and contractors are expected to wear the proper safety clothing or personal protective equipment (PPE) while performing their duties.

## **Section 2 - Procedures**

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### **2.1 General:**

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1. The following standards apply to both day and night cleaning operations. Jurisdictions may, within reason, alter these cleaning standards for contractors. Modifications will be specifically stated in the relevant contract.
2. During the night shift, public and private areas are systematically cleaned. During the day shift, public areas are systematically cleaned and private areas are cleaned on demand.
3. Private areas include:
  - ⇒ Members' offices and private restrooms, committee rooms, other Congress Officers' rooms and suites, day care centers.
4. Public areas include:
  - ⇒ Entrances, public corridors, elevators, stairways, hallways, subway platforms, public restrooms, the Press Gallery and its restrooms, Cloakrooms, balconies, courtyards, fitness areas (gym, pool, tennis court, solarium), barber and beauty shops, offices and restrooms in garages.
5. The following general instructions apply:
  - ⇒ Move or tilt all items such as chairs, seats, trash and ash receptacles, tables, storage containers, carts etc. as required to perform the cleaning work adjacent to, under or above such items.
  - ⇒ Return to their appropriate locations and configurations all furniture and waste and recycling containers moved during the performance of the work.
  - ⇒ Use hose attachments and cleaning wands as necessary to clean furniture that cannot be moved to properly clean the suite.
6. Cleaners will report all special conditions, either cleaning or maintenance issues, identified during their tour of duty to their supervisor.

### **2.2 Offices, Suites, Public Areas:**

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#### **1. Dusting**

- ◆ Dusting shall be accomplished by the complete removal of soil and shall occur from the highest surface to the lowest in order to avoid having dust and dirt to fall on previously cleaned surfaces.
- ◆ Cloths used for dusting should be turned to avoid transfer of dust from one area to another.
- ◆ Papers, typewriters, calculators, computers, staplers, personal items and other similar desk items are not to be disturbed.



- All surfaces shall be free of visible dirt, dust and other debris.

Frequency & Action	Surface	Tools
Perform 3 times/week ▪ Remove all dust, lint, litter, dry soil, etc.	<ul style="list-style-type: none"> <li>▪ Chairs</li> <li>▪ Lamps</li> <li>▪ Tables and desks</li> <li>▪ Cabinets</li> <li>▪ Shelves</li> <li>▪ Window sills</li> <li>▪ Other type of furniture and horizontal surfaces</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dusting tools</li> <li>▪ Treated dust cloths</li> <li>▪ Vacuum cleaners with dusting attachments</li> </ul>
Perform 1 times/week ▪ Carefully dust	<ul style="list-style-type: none"> <li>▪ Statues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dusting tools</li> <li>▪ Treated dust cloths</li> </ul>
Perform 1 times/week ▪ Vacuum clean	<ul style="list-style-type: none"> <li>▪ Upholstered furniture</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vacuum cleaners with appropriate attachments</li> </ul>
Perform 2 times/month ▪ Remove all dust, lint, litter, dry soil, etc.	<ul style="list-style-type: none"> <li>▪ Walls, doors and frames, sills</li> <li>▪ Hardware, partitions</li> <li>▪ Rails, baseboards</li> <li>▪ Ledges, counter tops</li> <li>▪ Fire extinguishers</li> <li>▪ Coat racks</li> <li>▪ Other vertical surfaces</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dusting tools</li> <li>▪ Treated dust cloths</li> <li>▪ Vacuum cleaners with dusting attachments</li> </ul>
Perform 1 times/month ▪ Dust clean	<ul style="list-style-type: none"> <li>▪ Heater convectors</li> <li>▪ Ventilation grilles</li> <li>▪ Diffusers (below 7')</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dusting tools</li> <li>▪ Treated dust cloths</li> <li>▪ Vacuum cleaners with dusting attachments</li> </ul>

## 2. Spot Cleaning

- ♦ Papers, typewriters, calculators, computers, staplers, personal items and other similar desk items are not to be disturbed.
  - ♦ Furniture shampooing will be performed by customer request. In the Capitol Building and the House Office Buildings, this task will be performed by the CAO. In the Senate Office Buildings it is performed by the AOC Upholstery Division.
- All surfaces shall be free of visible dirt, dust and other debris.

Frequency & Action	Surface	Tools
Perform as needed ▪ Remove smudges, fingerprints, marks, streaks, tape, etc.	<ul style="list-style-type: none"> <li>▪ Walls, doors, door frames, sills</li> <li>▪ Windows and window sills</li> <li>▪ Ledges, counter tops, baseboards</li> <li>▪ Partitions, partition glass, rails</li> <li>▪ Fire extinguishers</li> <li>▪ Other types of fixtures and surfaces</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clean damp cloths</li> <li>▪ Scrub pads</li> <li>▪ Spray bottles of detergent solution</li> <li>▪ Glass cleaner</li> <li>▪ Cream cleanser</li> </ul>

Frequency & Action	Surface	Tools
Perform as needed <ul style="list-style-type: none"> <li>Polish and remove smudges, fingerprints, marks, streaks, tape, etc.</li> <li>Remove excess stainless steel polish</li> </ul>	<ul style="list-style-type: none"> <li>Stainless steel surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Glass cleaner</li> <li>Stainless steel polish</li> <li>Soft clean cloths</li> </ul>
Perform as needed <ul style="list-style-type: none"> <li>Remove smudges, fingerprints, marks, streaks, tape, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Chairs</li> <li>Cleared surfaces of desks</li> <li>Lamps</li> <li>Tables</li> <li>Cabinets</li> <li>Shelves</li> <li>Other type of furniture and horizontal surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Clean damp cloths</li> <li>Scrub pads</li> <li>Spray bottles of detergent solution</li> <li>Glass cleaner</li> <li>Cream cleanser</li> </ul>

### 3. Door Hardware

- All surfaces shall be free of visible dirt, dust, grime, fingerprints. After polishing, hardware shall have a uniform appearance.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>Wipe off all visible dirt, dust, grime, fingerprints, etc..</li> </ul>	<ul style="list-style-type: none"> <li>Door hardware</li> <li>Kick plates</li> </ul>	<ul style="list-style-type: none"> <li>Clean cloths</li> <li>Non-abrasive cleaner</li> </ul>

### 4. Mirrors and glass surfaces (horizontal and vertical):

- ◆ If cleaning underneath the surface of glass table or desk top is necessary, place a work order for a special cleaning condition
- All surfaces shall be free of dirt, streaks, watermarks, spots and shall not be cloudy (this does not concern exterior windows).

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>Clean and remove smudges, fingerprints, marks, streaks, tape, spots and grime and other debris</li> </ul>	<ul style="list-style-type: none"> <li>Mirrors</li> <li>Glass surfaces</li> <li>Directories.</li> </ul>	<ul style="list-style-type: none"> <li>Clean damp cloths</li> <li>Glass cleaner</li> </ul>

### 5. Kitchen areas:

- ◆ Dishes are not to be washed. Only surfaces. In the Capitol Building, dishes will be placed in the dishwasher, if available.
- All surfaces shall be free of visible film, dust, spots, stains, rust, green mold, encrustation, excess moisture.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>Clean all surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Exterior of refrigerators</li> <li>Microwaves</li> <li>Counter top ovens</li> <li>Coffee makers</li> <li>Other personal appliances</li> </ul>	<ul style="list-style-type: none"> <li>Clean damp cloths</li> </ul>



**6. Other Items:**

- All surfaces shall be clean and free of dirt, dust, debris, fingerprints, smudges, lint, litter, soil marks, and streaks.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>▪ Spot clean as needed;</li> <li>▪ Clean &amp; free of dust, debris, soil, fingerprints, smudges, lint, litter</li> </ul>	<ul style="list-style-type: none"> <li>▪ Elevator doors, walls, buttons, metallic surfaces</li> <li>▪ Elevator interior &amp; floor</li> <li>▪ Telephone booths</li> </ul>	<ul style="list-style-type: none"> <li>▪ Glass cleaner/polish</li> <li>▪ Soft clean cloths</li> <li>▪ Dusting tools</li> <li>▪ Treated dust cloths</li> <li>▪ Vacuum cleaners with dusting attachments</li> </ul>
Perform 1 times/week <ul style="list-style-type: none"> <li>▪ Clean and polish metallic surfaces</li> <li>▪ Dust vents and light fixtures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Elevator doors, buttons, metallic surfaces</li> </ul>	<ul style="list-style-type: none"> <li>▪ Glass cleaner/polish</li> <li>▪ Soft clean cloths</li> </ul>
Perform 1 times/week <ul style="list-style-type: none"> <li>▪ Clean and remove smudges, fingerprints, marks, streaks, tape, spots and grime and other debris</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fire boxes, smoke detectors</li> <li>▪ Telephone booths,</li> <li>▪ Light fixtures, Clocks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dusting tools</li> <li>▪ Treated dust cloths</li> <li>▪ Vacuum cleaners with dusting attachments</li> </ul>
Perform 1 times/month <ul style="list-style-type: none"> <li>▪ Clean, remove lint and other debris</li> </ul>	<ul style="list-style-type: none"> <li>▪ HVAC, Grilles, Convector</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dusting tools</li> <li>▪ Vacuum cleaners with dusting attachments</li> </ul>

**2.3 Floors:****1. Carpet:**

- ◆ Adjust vacuum as necessary based on type of carpet. Avoid beater bar and drag marks. Nap on carpet shall lie in one direction.
- ◆ Spot carpet cleaning will be performed by request. In the Capitol Building and the House Office Buildings this task will be performed by the CAO.
- As a result, carpet shall be clean and free of all visible litter and soil, which can be removed from the carpet pile.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>▪ Full carpet vacuuming</li> <li>▪ Remove visible and hidden soil and debris</li> </ul>	<ul style="list-style-type: none"> <li>▪ Carpet surface</li> <li>▪ Carpet pile</li> <li>▪ Floor mats</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vacuum cleaner</li> <li>▪ Brush or crevice tools</li> </ul>

**2. Hard Floors:**

- ◆ Use adequate barricades and signs to provide sufficient warning prior to start.
- ◆ If needed, accumulation of hardened dirt, gum, scuff marks, grease, etc. will be scraped with a putty knife and then shall be removed by dusting or damp mopping.
- ◆ Remove barricades and signs after the floor is dry.
- All surfaces shall be free of visible soil, stains, streaks, swirl marks, splashing and markings from the cleaning solution and/or equipment and have a uniform appearance.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>▪ Sweep and dust mop surfaces, especially floors coated with floor finish</li> <li>▪ Damp mop all surfaces</li> <li>▪ Use germicidal disinfectant to remove remaining soil</li> </ul>	<ul style="list-style-type: none"> <li>▪ All hard floors, including floors in garages, subway platforms, cafeterias, and any other area.</li> <li>▪ Baseboards</li> </ul>	<ul style="list-style-type: none"> <li>▪ Treated dust mops</li> <li>▪ Broom</li> <li>▪ Detergent solutions</li> </ul>

Frequency & Action	Surface	Tools
Perform daily ▪ Vacuum/police	▪ Sub floor (area beneath raised floors)	▪ Vacuum cleaner, crevice tool, brush tool, dusting tool
Perform daily ▪ Sweep and treat oil spots with absorbent compound	▪ Garage floors	▪ Mops, ▪ Absorbent compound
Perform as needed ▪ Strip, wax and buff	▪ Hard floors	▪ Floor Scrubbers, Buffing Machines, Floor Stripper ▪ Floor Wax, mops, large mop tank

### 3. Corners, edges and baseboards:

- ♦ Use adequate barricades and signs to provide sufficient warning prior to start.
- ♦ If needed, accumulation of hardened dirt, gum, scuff marks, grease, etc. will be scraped with a putty knife and then shall be removed by dusting or damp mopping.
- ♦ Remove barricades and signs after the floor is dry.
- All surfaces shall have a uniform appearance, and be free of dust lint, streaks, smudges, etc. and have a uniform appearance.

Frequency & Action	Surface	Tools
Perform 2 times/month ▪ Damp clean and remove streaks, splash marks, dust, lint, dry soil etc. ▪ Remove splashes, dirt and debris found in corners and baseboard resulting from work. ▪ Vacuum clean	▪ Corners ▪ Edges ▪ Baseboards	▪ Sponge ▪ Clean cloth ▪ “Doodle-bug” brush ▪ Wet/dry vacuum with crevice tool or appropriate attachment ▪ Clear water and/or solution of neutral detergent

### 4. Corridors, Stairs and Stairwells:

- All surfaces shall be free of visible soil, stains, streaks, swirl marks, detergent film or any observable soil, splashing and markings from the cleaning solution and/or equipment and have a uniform appearance.

Frequency & Action	Surface	Tools
Perform daily ▪ Clean, free of debris	▪ Escalators	▪ Dust mops ▪ Broom
Perform daily ▪ Vacuum/police	▪ Public and private stairwells	▪ Vacuum cleaner
Perform daily ▪ Damp wipe and disinfect handrails	▪ Handrails	▪ Germicidal disinfectant solution from spray bottles or pump up sprayers ▪ Clear water and/or solution of neutral detergent

### 2.4.- Restrooms, private bathrooms, locker rooms and water closets:

Due to the microorganisms found in restrooms and due to the chemicals used in cleaning, all cleaners should wear rubber gloves while cleaning these areas. Further, cloths used in cleaning and disinfecting toilets, urinals and showers should be a color readily distinguishable from cloths used on other surfaces and fixtures.



**1. Doors and Partitions:**

- ◆ Remove graffiti as needed
- All surfaces shall be free of visible film, dirt, dust etc. as well as of any markings from the cleaning solution and/or equipment and have a uniform appearance.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>▪ Clean and sanitize all surfaces</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walls, partitions</li> <li>▪ Showers</li> <li>▪ Doors</li> <li>▪ Other surfaces</li> </ul>	<ul style="list-style-type: none"> <li>▪ Damp cloths</li> <li>▪ Squeegees</li> <li>▪ Germicidal disinfectant solution from spray bottles or pump up sprayers</li> </ul>
Perform daily <ul style="list-style-type: none"> <li>▪ Clean and disinfect to remove all visible dirt, dust, grime, fingerprints, etc.</li> <li>▪ Then use a clean cloth to wipe hardware giving it a uniform appearance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Door hardware</li> <li>▪ Push/pull plates</li> <li>▪ Kick plates</li> </ul>	<ul style="list-style-type: none"> <li>▪ Non abrasive cleaner</li> <li>▪ Clean cloths</li> </ul>
Perform monthly <ul style="list-style-type: none"> <li>▪ Clean and remove all visible dirt, dust, grime, etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ HVAC grilles and vents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vacuum cleaner</li> <li>▪ Clean cloths</li> </ul>

**2. Fixtures:**

- All surfaces shall be clean and bright, free of visible film, dust, spots, stains, rust, green mold, encrustation, excess moisture.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>▪ Clean and disinfect all surfaces</li> <li>▪ Remove soil from all fixtures and adjacent areas</li> <li>▪ Scrub and remove all remaining soil with cream cleanser</li> <li>▪ Dry metal surfaces of faucets, handles, valves, etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wash basins</li> <li>▪ Toilets and urinals</li> <li>▪ Grab bars</li> <li>▪ Shower stalls and adjacent surfaces</li> <li>▪ Fixtures and metal surfaces</li> </ul>	<ul style="list-style-type: none"> <li>▪ Germicidal disinfectant solution from spray bottles or pump sprayers</li> <li>▪ Clean cloths</li> <li>▪ Cream cleanser</li> <li>▪ Scrub pads</li> <li>▪ Acyd-type bowl cleaner</li> <li>▪ Nylon bowl mops</li> </ul>
Perform daily <ul style="list-style-type: none"> <li>▪ Empty, clean and sanitize.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sanitary napkins receptacles</li> <li>▪ Trash cans</li> </ul>	<ul style="list-style-type: none"> <li>▪ Germicidal disinfectant solution from spray bottles or pump sprayers</li> <li>▪ Clean cloths</li> <li>▪ Scrub pads</li> </ul>

**3. Mirrors and Glass Surfaces (horizontal and vertical):**

- All surfaces shall be free of all visible dirt, streaks, watermarks, spots, etc. and shall not be cloudy (This does not concern exterior windows.)

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>▪ Clean and disinfect, remove tape, fingerprints, smudges, marks, streaks, etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mirrors</li> <li>▪ Glass surfaces</li> <li>▪ Showers</li> <li>▪ Lamps</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clean damp cloths</li> <li>▪ Spray bottles of germicidal disinfectant solution</li> </ul>

**4. Dispensers:**

- ◆ Removal of soiled cloth towels and replacement with clean towels in private bathrooms will be performed on the basis of suite requirements.
- All dispensers shall be filled and be free of dust lint, streaks, smudges, etc.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>▪ Clean and sanitize.</li> <li>▪ Check each dispenser. Refill in accordance with manufacturer directions</li> <li>▪ Wipe surfaces adjacent to hand soap dispenser, remove spillage, leakage</li> <li>▪ Replace soiled cloth towels with clean towels</li> </ul>	<ul style="list-style-type: none"> <li>▪ Toilet paper dispenser</li> <li>▪ Hand soap dispenser</li> <li>▪ Paper towel dispenser</li> <li>▪ Toilet seat cover dispenser</li> <li>▪ Sanitary napkin dispenser</li> </ul>	<ul style="list-style-type: none"> <li>▪ Toilet paper</li> <li>▪ Hand soap</li> <li>▪ Paper towels</li> <li>▪ Toilet seat cover</li> <li>▪ Sanitary napkins</li> <li>▪ Keys to dispensers</li> <li>▪ Clean cloth towels</li> </ul>

**5. Floors:**

- ◆ Use adequate barricades and signs to provide sufficient warning prior to start.
- ◆ If needed, accumulation of hardened dirt, gum, scuff marks, grease, etc. will be scraped with a putty knife and then shall be removed by dusting or damp mopping.
- ◆ Remove barricades and signs after the floor is dry.
- All surfaces shall be free of visible soil, stains, streaks, swirl marks, detergent film or any observable soil, splashing and markings from the cleaning solution and/or equipment and have a uniform appearance.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>▪ Sweep ,dust mop, spray buff.</li> <li>▪ Damp mop all areas of the floor</li> <li>▪ Use germicidal disinfectant to remove all remaining soil</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hard floors</li> <li>▪ Floor drains</li> <li>▪ Baseboards</li> </ul>	<ul style="list-style-type: none"> <li>▪ Germicidal disinfectant solution from spray bottles or pump sprayers</li> <li>▪ Dust mops</li> <li>▪ Broom</li> </ul>
Perform daily <ul style="list-style-type: none"> <li>▪ Clean and sanitize</li> </ul>	<ul style="list-style-type: none"> <li>▪ Carpets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Germicidal disinfectant solution from spray bottles or pump sprayers</li> <li>▪ Dust mops</li> <li>▪ Broom</li> </ul>

**2.5.- Other areas:****1. Elevators:**

- All surfaces shall be clean and free of dust, streaks, stains, spots, smudges, scale and other removable soil.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>▪ Remove all streaks, smudges, spots</li> <li>▪ Sweep and mop or vacuum clean floors as appropriate</li> <li>▪ Clean door tracks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Doors (both sides)</li> <li>▪ Metal surfaces, buttons, button plates</li> <li>▪ Floors</li> <li>▪ Carpeted floors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Glass cleaner</li> <li>▪ Stainless steel polish</li> <li>▪ Soft clean cloths</li> <li>▪ Mops, brooms</li> <li>▪ Vacuum cleaner</li> </ul>



**2. Drinking Fountains:**

- All surfaces shall be clean and free of dust, streaks, stains, spots, smudges, scale and other removable soil.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>▪ Remove all streaks, smudges, spots and other removable soil i.e. coffee grounds, gum, etc.</li> <li>▪ Disinfect all porcelain and polished metal surfaces, including the orifices and drain</li> </ul>	<ul style="list-style-type: none"> <li>▪ Drinking fountains</li> <li>▪ Cabinets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Spray bottles of germicidal disinfectant solution</li> <li>▪ Clean cloths</li> <li>▪ Scrub pads</li> <li>▪ Cream cleanser</li> </ul>

**3. Waste Collection:**

- ◆ Remove all collected trash to the designated area as directed by the AOC
- ◆ All work shall be performed in accordance with the AOC Recycling Program
- All containers shall be empty and free of visible dirt, dust and other debris. Where applicable, containers shall be lined with the appropriate trash bags.

Frequency & Action	Surface	Tools
Perform daily <ul style="list-style-type: none"> <li>▪ Empty of entire contents</li> <li>▪ Replace soiled or torn trash receptacle liners to present a neat, uniform appearance</li> <li>▪ Spot clean containers as required</li> <li>▪ Return to the original location</li> <li>▪ Remove all litter, paper, boxes and other items marked "trash"</li> <li>▪ Haul trash and recyclables to the trash dock</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recycling containers</li> <li>▪ Wet waste containers</li> <li>▪ Cigarette ash receptacles</li> <li>▪ Other trash containers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Spray bottles of germicidal disinfectant solution</li> <li>▪ Clean cloths</li> <li>▪ Scrub pads</li> <li>▪ Cream cleanser</li> </ul>

**2.6.- Tasks for the Day Cleaning Division**

1. The Day Cleaning Division is specifically responsible for the cleaning of the areas described below:

Area Type	Definition	Cleaning Frequency
Public access areas (Congressional identification not required for transit)		
<ul style="list-style-type: none"> <li>• Exterior areas</li> </ul>	Entrances, stairways and landings (street side, to the sidewalk line)	At least two (2) times per day Hourly for HOB
<ul style="list-style-type: none"> <li>• Interior areas</li> </ul>	Entrances, foyers, lobbies, rotundas, corridors, stairways and landings, elevators, escalators	At least three (3) times per day Hourly for HOB
<ul style="list-style-type: none"> <li>• Public Restrooms</li> </ul>		every hour
<ul style="list-style-type: none"> <li>• Other areas</li> </ul>	Courtyards, terraces	At least two (2) times per day Hourly for HOB

Area Type	Definition	Cleaning Frequency
Restricted access areas (Congressional identification required for transit):		
• Interior areas	Tunnels, subways	At least two (2) times per day Hourly for HOB
• Special private areas	High security areas, Health Units	At least one (1) time per day. More often if required
• Child Care Center	Diaper pickup (HOB only)	At least one (1) time per day. More often if required
• Clean-on request areas	Committee rooms, offices	Only if requested

2. Since cleaning frequency during the day is higher, a slight deviation from the cleaning standards is allowed.
3. Tasks to be performed in all areas except restrooms are the following (unless stated otherwise, “to clean” means “to wipe with the appropriate solution”):

#### 2.1. Surfaces:

- Spot-clean furniture, remove marks from walls, doors, door jamb and trim;
- Dust light fixtures, rails, ledges and radiators;
- Clean glass surfaces and mirrors, remove marks from interior glass partitions and glass door panels;
- Wipe drinking fountains with a disinfectant solution;
- Wash and polish glass entrance doors;
- Clean and polish handrails;
- Wipe elevator doors.

#### 2.2. Floors:

- Mop up wet areas caused by spillage, accidents or inclement weather;
- Clean floor, including baseboards and splashboards, remove shoe marks, oil, grease, stains, dust;
- Vacuum carpet areas, including inside elevators;
- Damp mop stairs and landings;
- Clean walk-off mats.

#### 2.3. Trash:

- Pick up any paper/trash from the floor, remove wads of gum;
- Empty trash receptacles and recycling containers;
- Empty cigarette ash containers ensuring that contents, especially hot ashes, are kept separated from trash, recyclables and any other flammable items;
- Spot-clean containers as required;
- Replace liners as appropriate;
- Return containers to their original location;
- Remove soiled diapers from child care centers (HOB only);
- Take trash/recyclable collected materials to the appropriate staging area.

4. Tasks to be performed in all restrooms are the following (unless stated otherwise, “to clean” means “to wipe with the appropriate solution”):

#### 3.1. Sink areas:

- Clean restroom entrance door (inside and outside);
- Empty trash receptacles, clean if necessary and replace liners;
- Clean and restock dispensers as needed (soap, paper towels, sanitary napkins);
- Clean sinks, countertops and mirrors. Polish chrome fixtures.



**3.2. Shower areas:**

- Clean shower and fixtures;
- Clean shower curtains and partitions.

**3.3. Stalls:**

- Clean doors, including hardware, and partitions as needed, remove graffiti;
- Empty trash receptacles and sanitary napkin containers, clean if necessary and replace liners;
- Clean and restock toilet paper dispensers as needed;
- Clean toilet bowls and seats, polish chrome fixtures.

**3.4. Urinal areas:**

- Clean urinals, polish chrome fixtures.

**3.5. Rest Areas (Ladies Restrooms only):**

- Spot-clean furniture;
- Clean mirrors.

**3.6. Floors:**

- Mop and clean all floors (including inside stalls, under urinals, shower, sinks and rest areas) Before starting, the cleaner will position adequate barricades and signs to provide sufficient warning to users. After finishing, he/she will only remove the barricades and signs when the floors are dry.
5. Due to the microorganisms found in restrooms and to the chemicals used in cleaning, all cleaners should wear rubber gloves while cleaning these areas. Further, cloths used in cleaning and disinfecting toilets, urinals and showers should be a color readily distinguishable from cloths used on other surfaces and fixtures.

**2.7.- Other Tasks**

**1. Other Cleaning Tasks**

- All surfaces shall be free of visible dirt, dust and other debris.

Frequency & Action	Responsible	Tools
Perform 2 times/year: ▪ Clean floor under chair mats	▪ CB: Custodial Workers and/or Night Laborers ▪ HOB Custodians with laborers (moving heavy items over 25 lbs)	▪ Vacuum Cleaners with on board tools

**2. Tasks performed by Others:**

- ◆ The following tasks are performed by other entities:

Task	Responsible
Perform upon request ▪ Furniture shampooing ▪ Clean drapery	▪ CB: CAO (House side) & SSA (Senate side) ▪ HOB: CAO ▪ SOB: Day Upholstery Shop
Perform upon request ▪ Spot carpet cleaning	▪ CB: CAO (House side) & SSA (Senate side) ▪ HOB: CAO & Contractor ▪ SOB: Night Labor Division
Perform 1 times/year ▪ Clean blinds ▪ Clean drapery	▪ CB: CAO (House side) & SSA (Senate side) ▪ HOB: CAO & contractor ▪ SOB: Upholstery Division & Contractor
Perform 2 times/year ▪ Clean windows (interior and exterior)	▪ CB: Contractor ▪ HOB: Contractor & labor force (Interior Surfaces) ▪ SOB: Contractor 3x/Y

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## Section 3 – Process Control

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### 3.1 Key Performance Indicators (KPIs)

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KPIs are defined in the appropriate section of the Day Cleaning Operations manual (AOC-CP3.3) and the Night Cleaning Operations manual (AOC-CP3.1).

### 3.2 Records Retention Schedule

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There are no record requirements for this guide.

### 3.3 Training

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There are no training requirements for this guide.

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## Section 4 - Modifications

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Main changes are the addition of items 1.2 Policy, 2.6 Tasks for the Day Cleaning Division, and of new Section 5 Implementation. Detailed changes list is available with Quality Management

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## Section 5 –Implementation

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1. The following is required for the implementation of this process manual:

WHO	Will do WHAT	By WHEN
Organization Managers	✓ Distribute a copy of this guide to all personnel performing or supervising cleaning duties in both the day and the night shifts	Within one week of publication of this manual

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## Section 6 –Attachments

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No documents are attached.





  
Hector Suarez  
Deputy Chief of Staff

PROCESS MANUAL AOC-CP3.3 – v1.0 (05/04)  
May 2004

## DAY CLEANING OPERATIONS

### Section 1 - Introduction

#### 1.1 Purpose

Ensure that public spaces and public restrooms in congressional office buildings under the care of the Architect of the Capitol are cleaned following high hygiene standards, providing Congressional Elected Officials, their staff and the general public with clean and sanitary facilities.

This process manual defines uniform operating procedures for conducting day cleaning tasks and their relevant quality assurance activities.

#### 1.2 Policy

It is the policy of the Architect of the Capitol to provide a high quality cleaning service to building occupants and visitors.

To do so, the AOC has established a comprehensive set of cleaning standards (see Guide AOC-QS3.2 Cleaning Standards), as well as general procedures to guide cleaning operations, provide guidance for special situations, and define a clear methodology to conduct cleanliness inspections and assess the services being provided.

#### 1.3 Scope

Provisions contained in this manual affect all employees who perform cleaning tasks during the day shift and all buildings in which cleanliness is under the responsibility of the Architect of the Capitol.

The following jurisdictions and buildings are cleaned by AOC personnel and therefore are directly affected by this process:

- ⇒ Capitol Building (House side, selected rooms occupied by AOC personnel on the Senate side, Crypt and Rotunda).
- ⇒ House Office Buildings: Cannon, Longworth and Rayburn buildings.

AOC Quality System Chapter 3  
**Facilities Management**

QUALITY MANAGEMENT  
Ford Building – Room H2-514 – x 6-0632



Hector Suarez  
Deputy Chief of Staff

PROCESS MANUAL AOC-CP3.3 – v1.0 (05/04)  
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- ⇒ Capitol Building (House side, selected rooms occupied by AOC personnel on the Senate side, Crypt and Rotunda).
- ⇒ House Office Buildings: Cannon, Longworth and Rayburn buildings.



- ⇒ Senate Office Buildings: Dirksen, Hart and Russell buildings, Webster Hall Page Dormitory; Senate Child Care Center (on demand, labor division).

The following jurisdictions and buildings are cleaned by AOC selected Contractors and therefore may be affected by this process:

- ⇒ Capitol Building (House side, selected rooms occupied by AOC personnel on the Senate side, Crypt and Rotunda).
- ⇒ House Office Buildings: Ford Building (including Child Care Center).
- ⇒ Senate Office Buildings: Dirksen, Hart and Russell buildings, Webster Hall Page Dormitory; Senate Child Care Center.
- ⇒ Other buildings: Eeney, Chestnut and Gibson Memorial Building (U.S. Capitol Hill Police Headquarters), Postal Square, Thurgood Marshall building.
- ⇒ Botanic Garden.

The following jurisdictions and buildings are not serviced under AOC responsibility and therefore are not affected by this process:

- ⇒ Capitol Building, Senate side.
- ⇒ Library of Congress: Jefferson, Adams and Madison buildings.
- ⇒ Supreme Court Building.

The Capitol Power Plant, although cleaned by AOC personnel, is not contemplated in this document at the time of approval.

#### 1.4 Responsibility

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The **Superintendent**, the **Deputy Superintendent** and the **Assistant Superintendents** may provide guidance and support regarding the implementation of the provisions contained in this process manual.

The **Assistant Superintendent** assigned to cleaning tasks (Capitol Building and Senate Office Buildings jurisdictions) and the **Supervisory Services and Compliance Specialist** (House Office Buildings jurisdiction) are the Owners of the Day Cleaning Process. Their duties include:

- ⇒ Implement and maintain the provisions contained in this process manual;
- ⇒ Steer the Day Cleaning Division towards the achievement of AOC cleaning goals;
- ⇒ Ensure that employees have the appropriate resources to perform their duties, including training, tools, materials and equipment;
- ⇒ Inform management of issues related to this process, including identified trends and needs.
- ⇒ Consolidate data into jurisdiction Cleanliness Reports and keep appropriate records.

The **Day Cleaning Division Supervisor** is responsible for the performance of the cleaning tasks. This function is performed by:

- Capitol Building jurisdiction: **Labor Division General Foreperson**
- House Office Buildings jurisdiction: **Day Cleaning Division Supervisor**
- Senate Office Buildings jurisdiction: **Day Labor Division Supervisor** (for employees) and **Building Inspectors** (for contractors)

His/her duties include:

- ⇒ Take corrective action as necessary to ensure that the instructions contained in this process manual are applied;
- ⇒ Provide guidance to team leaders on how to improve their own performance and their team's;
- ⇒ Analyze and act upon trends identified in the daily inspections;
- ⇒ Ensure that employees make use of the tools, materials and equipment necessary for a safe and effective performance;
- ⇒ Conduct monthly unscheduled inspections to verify that the inspection procedure is in place and effective.

The **Assistant Supervisor** is responsible for the follow-up on action plans and work orders as well as to support the Supervisor. In the Capitol Building jurisdiction, this function is performed by the **Labor Supervisor, Day Shift**.

His/her duties include:

- ⇒ Conduct the daily follow-up on work orders and action plans and take the necessary measures to ensure quick and effective resolutions;
- ⇒ Conduct inspections to ascertain team leaders proficiency;
- ⇒ Support the Supervisor as required.

**Team Leaders** are responsible for the performance of AOC employees assigned to cleaning tasks. Their duties include:

- ⇒ Provide guidance to custodians and laborers on how to improve their performance;
- ⇒ Conduct daily cleanliness inspections on buildings cleaned by AOC employees;
- ⇒ Take corrective actions as necessary to ensure cleanliness level is reached.

**Custodial workers and laborers (AOC employees)** are responsible for performing their assigned tasks in accordance to the AOC Cleaning Standards (see Guide AOC-CP3.2) and to the procedures contained herein.

**Contract Officer Representatives (COR) and Contract Job Managers** are responsible for supervising contractors' performance as stated in the relevant contracts. Their duties include:

- ⇒ Manage the cleaning contract;
- ⇒ Ensure that contractors utilize the appropriate resources to perform their duties, including training, tools, materials and equipment;
- ⇒ Provide instructions on opportunities for improvement and take corrective actions as necessary to ensure cleanliness level is reached.
- ⇒ Coordinate AOC's cleanliness inspections to verify contractors' performance;
- ⇒ Keep jurisdiction management informed of progress.

**Contractors** are responsible for performing their assigned tasks in accordance to the AOC Cleaning Standards (see Guide AOC-CP3.2). At HOB, contractors are also required to submit a quality assurance plan prior to contract start for AOC approval.

## **1.5 Safety Considerations**

---

All functions involved in the initial implementation and the ongoing application of the provisions contained in this process manual are expected to comply with health and safety requirements regarding employees in the workplace.

Employees and contractors are expected to work and behave in a manner consistent with AOC Safety Policies and OSHA standards and follow safe work practices.

Whenever appropriate, employees and contractors are expected to wear the proper safety clothing or personal protective equipment (PPE) while performing their duties.

## **Section 2 - Procedures**

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### **2.1 General (see flowchart)**

---

1. AOC definition of cleanliness is detailed in Guide AOC-CP3.2 Cleaning Standards. This document is part of the AOC Quality System.
2. AOC employees will be issued the necessary equipment and cleaning supplies to perform their tasks. These include, but are not limited to, cleaning carts, mops, buckets, brooms, dust pans, rags, cleaning and disinfecting solutions. Contractors are expected to provide their own cleaning supplies and equipment.



3. Tasks assigned to contractors and their frequencies will be defined in their contracts and may vary from year to year and from jurisdiction to jurisdiction. In case of conflict between this manual and the contract, the latter will prevail.
4. Custodians and laborers are informed – and constantly reminded – of AOC Cleaning Standards by their Supervisors, through cleanliness inspections and training.
5. Contractors are informed of AOC Cleaning Standards by the Contract Officer Representative, through feedback and follow-up meetings.
6. Employees are required to use and maintain the equipment in an appropriate manner and to report to their Supervisor any malfunction or defect for prompt resolution.
7. Custodians and laborers receive ongoing informal training on work procedures, equipment and product usage from their Supervisors. Vendors might also provide informal training on equipment and supplies. Formal training is provided through the Training and Employee Development Branch of the Human Resources Management Division. No formal annual training calendar is established.
8. The AOC is not responsible for training contractors. Contractors are expected to ensure that personnel rendering their services to the AOC perform in a professional and effective manner.
9. In the SOB jurisdiction, high security areas and health units are cleaned during the day shift. In HOB, they are cleaned by both the night and day shifts. In the Capitol Building, some high security areas and the health units are cleaned during the night shift.
10. Special conditions, meaning those that require tools and/or equipment not normally available to custodians, laborers, and/or contractors (i.e.: major spills or furniture damage) are addressed below (see 2.4 Special Conditions).
11. Inspections will be conducted as described below (see 2.5 Inspections and Reporting).
12. Contractor-cleaned areas will be inspected randomly either by Building Inspectors or by the COR as appropriate.
13. The Day Cleaning Division Supervisor will prepare a monthly report to keep the Assistant Superintendent assigned to cleaning tasks (CB and SOB) and the Supervisory Services and Compliance Specialist (HOB) updated on performance. The report will contain at least the following:
  - Cleanliness level: sats/unsats
  - Issued corrective action plans and their results
  - Personnel issues: praise & areas requiring improvement
14. The Assistant Superintendent assigned to cleaning tasks (CB and SOB) and the Supervisory Services and Compliance Specialist (HOB) will prepare a semi-annual report to keep jurisdiction management updated on performance. The report will contain at least the following:
  - Performance compared to goal and trend
  - Issued corrective action plans and their results
  - Personnel issues: praise & areas requiring improvement
  - Target for following period (% of sats / % of unsats)
15. The Contract Officer Representative will keep jurisdiction management updated on contractor performance as appropriate.

---

## 2.2 Day Cleaning Areas, Frequencies, and Tasks

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1. The following applies to spaces cleaned by AOC employees. Contractors' areas, tasks, and frequencies will be defined in their relevant contracts. AOC's cleaning standards will be used as basis for contracts' requirements for consistency.
2. The Day Cleaning Division is responsible for cleaning the areas described in the table below.
3. Cleaning and inspection frequency will occur as detailed in the table below.

Area Type	Definition	Cleaning/Policing Frequency	Inspection Frequency
Public access areas (Congressional identification not required for transit)			
• Exterior areas	Entrances, stairways and landings (street side, to the sidewalk line)	At least two (2) times per day Hourly at HOB	at least two (2) times per day
• Interior areas	Entrances, foyers, lobbies, rotundas, corridors, stairways and landings, elevators, escalators	At least three (3) times per day Hourly at HOB	at least three (3) times per day
• Other areas	Courtyards, terraces	At least two (2) times per day Hourly at HOB	at least two (2) times per day
• Public Restrooms		every hour	at least three (3) times per day
Restricted access areas (Congressional identification required for transit):			
• Interior areas	Tunnels, subways	At least two (2) times per day Hourly at HOB	at least two (2) times per day
• Special private areas	High security areas and health units	At least one (1) time per day. More often if required	Only if requested
• Child Care Centers	Diaper pick up (HOB only)	At least one (1) time per day. More often if required	Only if requested
• Clean-on request areas	Committee rooms, offices, daycare centers	Only if requested	Only if requested

4. Tasks to be performed in all areas except restrooms are the following (unless stated otherwise, “to clean” means “to wipe with the appropriate solution”):

4.1. Surfaces:

- Spot-clean furniture, remove marks from walls, doors, door jamb and trim;
- Dust light fixtures, rails, ledges and radiators;
- Clean glass surfaces and mirrors, remove marks from interior glass partitions and glass door panels;
- Wipe drinking fountains with a disinfectant solution;
- Wash and polish glass entrance doors;
- Clean and polish handrails;
- Wipe elevator doors and metal surfaces (buttons, button plates).

4.2. Floors:

- Mop up wet areas caused by spillage, accidents or inclement weather;
- Clean floor, including baseboards and splashboards, remove shoe marks, oil, grease, stains, dust;



- Vacuum carpet areas, including inside elevators;
  - Damp mop stairs and landings
  - Clean walk-off mats.
- 4.3. Trash:
- Pick up any paper/trash from the floor, remove wads of gum;
  - Empty trash receptacles and recycling containers;
  - Empty cigarette ash containers ensuring that contents, especially hot ashes, are kept separated from trash, recyclables, and any other flammable items;
  - Spot-clean containers as required;
  - Replace liners as appropriate;
  - Return containers to their original location;
  - Take trash/recyclable collected materials to the appropriate staging area;
  - Remove soiled diapers from Child Care Centers (HOB only).
5. Tasks to be performed in restrooms are the following (unless stated otherwise, “to clean” means “to wipe with a disinfectant solution”):
- 5.1. Sink areas:
- Clean restroom entrance door (inside and outside);
  - Empty sanitary napkins receptacles and trash cans, clean and disinfect as necessary, replace liners;
  - Clean and restock dispensers as needed (soap, paper towels, toilet paper);
  - Clean and disinfect sinks and countertops;
  - Clean mirrors. Polish chrome fixtures.
- 5.2. Shower areas:
- Clean shower and fixtures;
  - Clean shower curtains and partitions.
- 5.3. Stalls:
- Clean doors, including hardware, and partitions as needed, remove graffiti;
  - Empty trash receptacles and sanitary napkin containers, clean if necessary, replace liners;
  - Clean and restock toilet paper dispensers as needed;
  - Clean toilet bowls and seats, polish chrome fixtures.
- 5.4. Urinal areas:
- Clean urinals, polish chrome fixtures.
- 5.5. Rest Areas (Ladies Restrooms only):
- Spot-clean furniture;
  - Clean mirrors.
- 5.6. Floors:
- Mop and clean all floors (including inside stalls, under urinals, shower, sinks, and rest areas) Before starting, the cleaner will position adequate barricades and signs to provide sufficient warning to users. After finishing, he/she will only remove the barricades and signs when the floors are dry.
6. Due to the microorganisms found in restrooms and to the chemicals used in cleaning, all cleaners should wear rubber gloves while cleaning these areas. Further, cloths used in cleaning and disinfecting toilets, urinals and showers should be a color readily distinguishable from cloths used on other surfaces and fixtures.

### 2.3 Special Conditions (see flowchart)

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1. Special Conditions are those that require tools and/or equipment not normally available to the custodian/laborer or the contractor employee. They can be either cleaning or maintenance issues:
  - ⇒ A cleaning condition occurs when a cleaning task cannot be completed within the tour of duty. Examples of cleaning conditions are: major spills, persistent stains;
  - ⇒ A maintenance condition occurs when a physical damage to the premises or an operation defect is identified and cannot be corrected by the cleaner. Examples of maintenance conditions are: leaking faucets, inoperative electrical outlets, burnt light bulbs, furniture damage.
2. Custodians/laborers and contractors will report all special conditions, either cleaning or maintenance issues, identified during their tour of duty to their team leader who will inform the Assistant Supervisor.
3. Whenever the circumstances allow for it, the Assistant Supervisor will proceed as follows:
  - Note the deficiency to open a CAFM work order;
  - If possible, affix a pre-printed self-adhesive note in the immediate vicinity of the affected item to be cleaned / repaired / maintained to inform the occupant that the AOC is aware of the condition and is addressing it (i.e.: stall door leading to mal-functioning toilet, mirror immediately above leaking faucet).
  - Open the CAFM work order as soon as possible.
4. During the following tour of duty, the Assistant Supervisor will check if the special condition has been addressed. If it hasn't, he/she will inform the Day Cleaning Division Supervisor who will ensure the condition is corrected as soon as possible.

### 2.4 Inspections and Reporting (see flowchart)

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1. The following procedure applies to spaces cleaned by AOC employees. Contractors are expected to implement their own inspection procedures, although AOC building inspectors may verify the cleanliness level and request actions as appropriate. Contractors are encouraged to use AOC's inspection checklists for consistency.
2. Team leaders and the Assistant Supervisor (the Inspector) will conduct daily inspections. The daily frequency of inspections is detailed in the table above (see 2.2 Cleaning Areas, Frequencies, and Tasks).
3. Inspections will be conducted using the appropriate checklist contained in Section 6 of this process manual as follows:
  - ✓ Inspectors will mark items cleaned as established in the AOC Cleaning Standards as "sat". Items not meeting the criteria will be marked as "unsat".
  - ✓ Inspectors will point items marked as "unsat" to the custodian/laborer or contractor, who are expected to immediately correct the deficiency.
  - ✓ Inspectors will then re-inspect items marked as "unsat" to confirm that the deficiency has been corrected and mark the item as "sat" or "unsat" as appropriate in the inspection checklist.
  - ✓ If the item is still not clean, the inspector will indicate to the custodian/laborer or contractor what the cleaning standard is and ensure that the item is cleaned to satisfaction.
  - ✓ Maintenance deficiencies identified by the inspector during an inspection will be addressed as described above (see 2.3 Special Conditions).
4. At least once per month, the Day Cleaning Division Supervisor will conduct unscheduled inspections to verify that the inspection procedure is in place and is effective.
5. Employees' daily inspections will be sent to the Day Cleaning Division Supervisor for processing and monitoring of key performance indicators defined in Section 3.
6. If negative trends are identified, the Day Cleaning Division Supervisor will take corrective action, and follow its implementation until the trend is satisfactorily reversed.



7. The Day Cleaning Division Supervisor will summarize trends and actions in a monthly report to the Assistant Superintendent assigned to cleaning tasks (CB and SOB) or the Supervisory Services and Compliance Specialist (HOB).
8. The Assistant Superintendent assigned to cleaning tasks (CB and SOB) or the Supervisory Services and Compliance Specialist (HOB) will summarize trends and actions and inform of performance and goals in a semi-annual report to jurisdiction management.
9. The Contract Officer Representative will keep jurisdiction management updated on contractor performance as appropriate.
10. The Quality Assurance Management and Program Analyst may request reports copies for compliance and process control purposes.

## **2.5 Lost and Found**

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1. Objects found in public areas, including valuable objects such as wallets or jewelry will be deposited at the nearest U.S. Capitol Police office with a report of who turned in the item. Objects will be held for 30 days. After this period personal items will be returned to the finder while Federal Agency property will be disposed of through established procedures.
2. The U.S. Capitol Police Communications Person tracks the owner of cell phones and pagers upon receipt of the article.

## **Section 3 – Process Control**

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### **3.1 Key Performance Indicators (KPIs)**

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1. The goal of this instruction is two-fold:
  - ⇒ improve public areas cleanliness and hygiene, minimize customer complaints, and address customer concerns by meeting their expectations of clean well stocked, and appealing public restrooms;
  - ⇒ support continuous improvement of the workforce assigned to the Day Policing Division.
2. The following items will be used to measure the effective application of this instruction:
  - Number of inspections
  - Number of sats per building
  - Number of unsats per employee (not applicable to contractors)
3. This instruction will be deemed effective in achieving the goal if:
  - Number of inspections is as required or higher, but not lower (data significance)
  - Number of sats for the building is stable or increasing, but not decreasing (improvement)
  - Number of individual unsats is decreasing or stable, but not increasing (efficiency)
4. Note: Custodians' and laborers' individual scores will be used to measure the degree of employee performance and determine if further training or coaching is needed.
5. Contractors' performance indicators will be defined in their respective contracts. The COR will measure and follow-up on them. CORs are encouraged to adopt the same KPIs as for AOC employees for consistency.
6. Two years after the initial application of this Process Manual, KPIs will be updated to reflect the evolution of this activity.

### **3.2 Records Maintenance Schedule**

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1. Records necessary to the correct registry of the process are the following
  - Inspections: To be maintained by the Supervisor for three months
  - Monthly reports: To be maintained by the Supervisor for one year

- Semi-annual reports: To be maintained by Process Owners for two years
2. Records must be readily available during the pre-established conservation time. After this period they can be either transferred to the Records Management Division for proper conservation or destroyed as appropriate.

### 3.3 Training

1. Employees of the Day Cleaning Division will be required to attend mandatory safety classes as well as other relevant training as identified by management.
2. Team Leaders and the Supervisor will provide informal training on Cleaning Standards.
3. Contractors are responsible for their own training.

## Section 4 - Modifications

1. This is version 1.0. No previous versions of this process manual have been issued.
2. This process manual supersedes process manual HOB-CP3.4 Day Cleaning Division Operations.

## Section 5 - Implementation

1. The following is required for the implementation of this process manual:

WHO	Will do WHAT	By WHEN
Organization Managers	✓ Distribute a copy of this process manual and of guide AOC-QS3.2 Cleaning Standards to all personnel performing or supervising cleaning duties in the day shift	Within one week of publication of this manual
Organizations	✓ Procure/provide pre-printed self-adhesive notes for special conditions (see attachment for sample)	Within one month of publication of this manual
Supervisors	✓ start using the pre-printed self-adhesive notes as described in 2.3 above	Upon reception of the notes
Supervisors	✓ Start inspection routine as explained in 2.4 above, using the new inspection forms (Form AOC-QS3.3/01-0404 Public Areas Inspection checklist and form AOC-QS3.3/02-0404 Public Restrooms Inspection checklist). ✓ Day Cleaning Division Supervisor to analyze data for action	Upon publication of this manual
Day Cleaning Division Supervisor	✓ Develop routine for analyzing data for action and reporting as appropriate on performance and cleanliness status	Upon publication of this manual



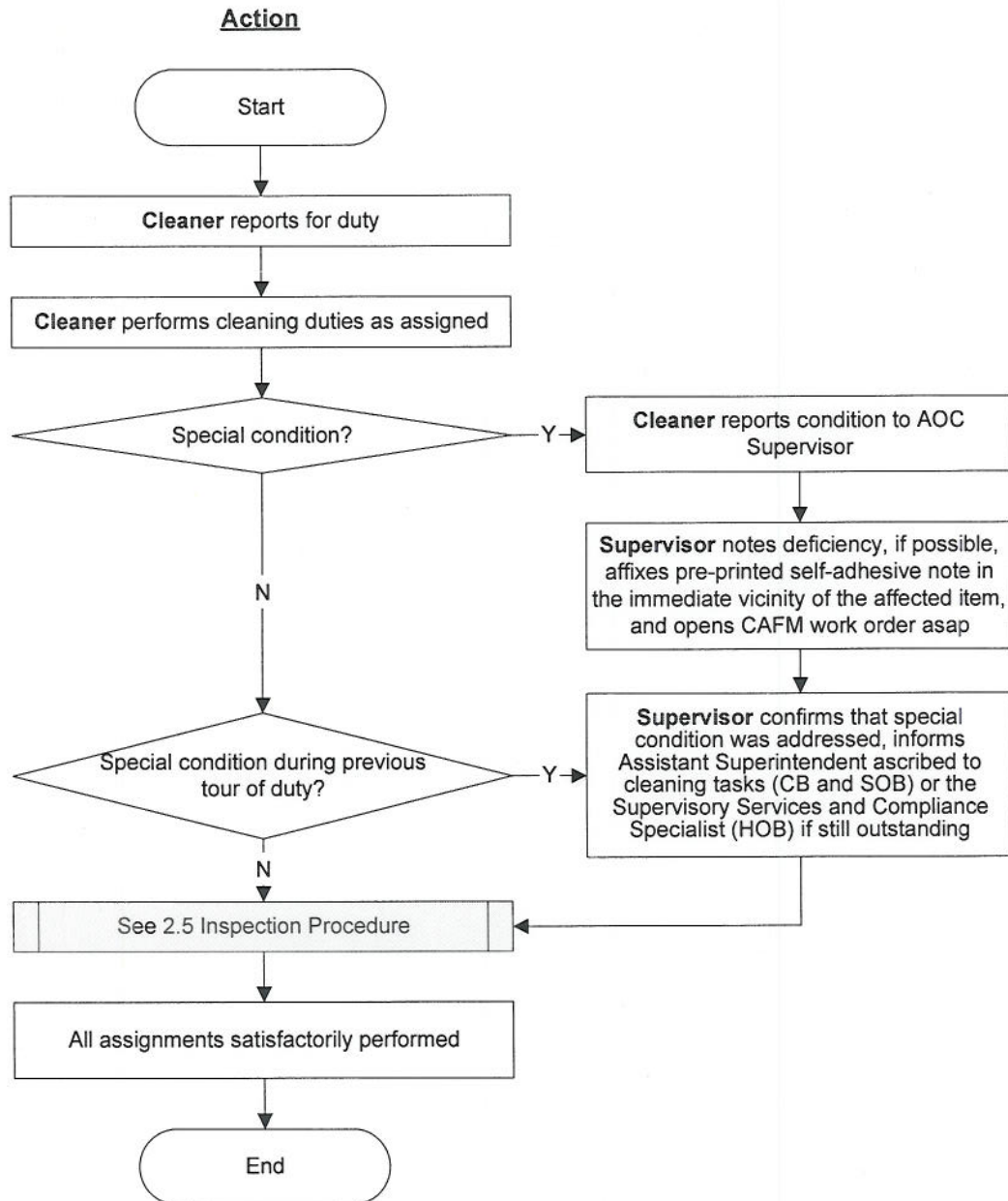
WHO	Will do WHAT	By WHEN
COR or Building Inspectors	<ul style="list-style-type: none"><li>✓ Start contractors' inspection routine using the same forms as for Jurisdiction employees (Form AOC-QS3.3/01-0404 Public Areas Inspection checklist and form AOC-QS3.3/02-0404 Public Restrooms Inspection checklist as appropriate);</li><li>✓ Develop routine for analyzing data for action and reporting as appropriate on contractor's performance and cleanliness status</li></ul>	Upon publication of this manual
Assistant Superintendent assigned to cleaning duties	<ul style="list-style-type: none"><li>✓ Develop routine for reporting semi-annually on performance and cleanliness status</li></ul>	Upon publication of this manual
Day Cleaning Division Supervisor	<ul style="list-style-type: none"><li>✓ Start monthly random unscheduled inspections using the inspection forms</li></ul>	Upon publication of this manual

## Section 6 – Attachments

The following documents are attached:

- Flowcharts:
  - 2.1 General Cleaning Operations and 2.3 Special Conditions
  - 2.4 Inspections and reporting
- Other resources:
  - 2.3 - Special Conditions – Sample of pre-printed self-adhesive note
- Documents:
  - Form AOC-QS3.3/01-0404 Public Areas Inspection checklist
  - Form AOC-QS3.3/02-0404 Public Restrooms Inspection checklist

## 2.1 General Cleaning Operations and 2.4 Special Conditions

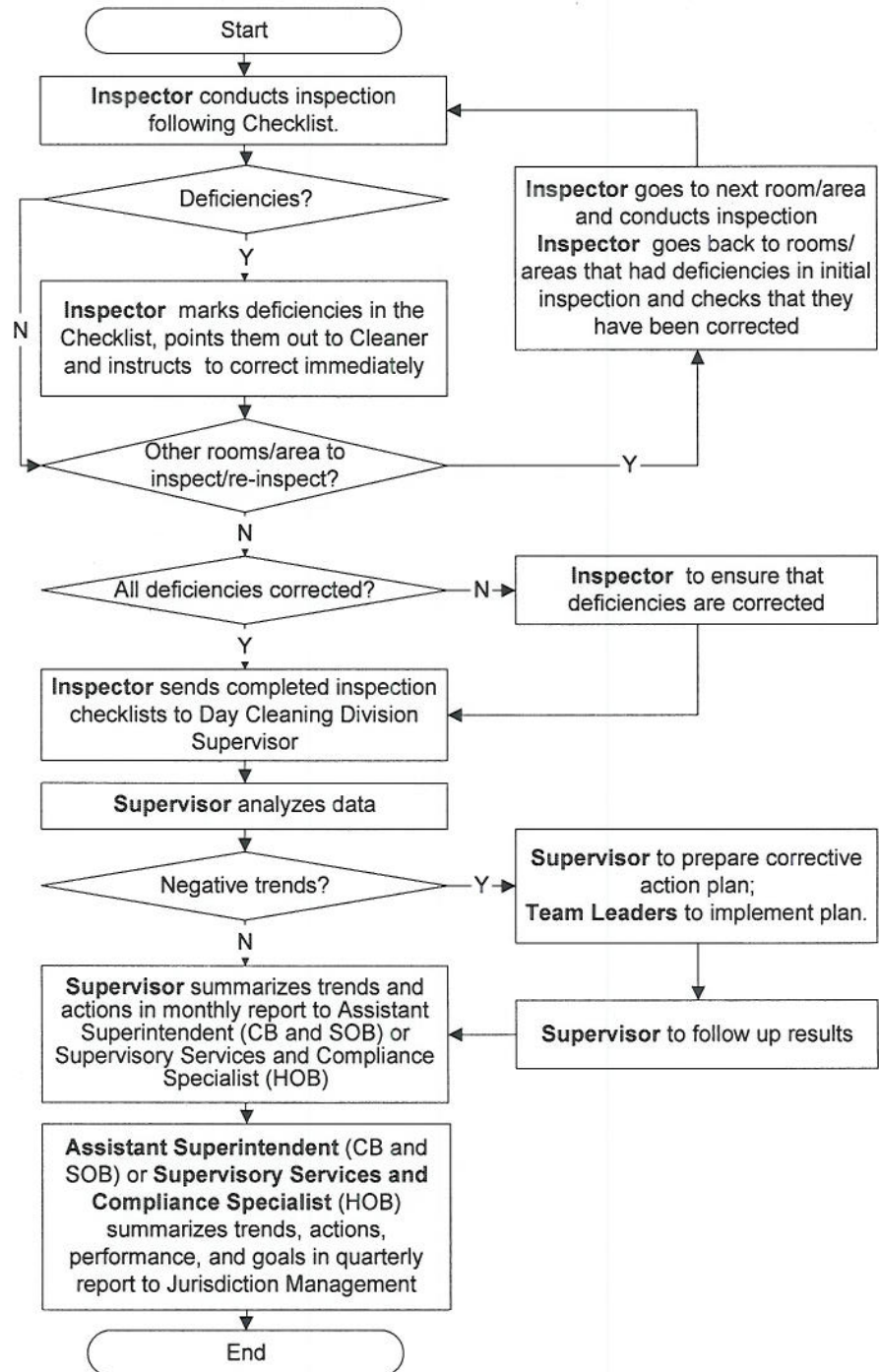






## 2.5 Inspection and Reporting

### Action







**2.3 - Special Conditions – Sample of pre-printed self-adhesive note**



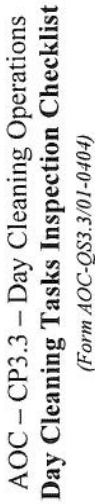
While performing cleaning duties, we  
identified the following condition

.....  
We are working to address this issue and  
apologize for any inconvenience caused.  
For more information, call the Service  
Center at extension n-nnnn

The Office of the Superintendent







QUALITY MANAGEMENT  
Ford Building – Room H2-514

Date: .....  
 Building: .....  
 Inspector: .....  
 Employee: .....  
 Assignment: .....

**Instructions:** Mark satisfactorily completed items (sats) with ✓ or 1 and unsats with X, or 0 in "1-0" column. Unsats must be addressed on the spot. Re-inspect unsats and mark with 1/✓ or 0/X as appropriate in column "C". If still unsat, instruct on how to clean item. Ensure item is cleaned before leaving.

Type	Surface and Task
Exterior areas (Entrances, stair-ways, landings, street side – inspect 2x day)	Floors, stairs and landings are clean
	Handrails are clean and polished
	Entrance doors and glass panels are clean
	Ash containers are clean
	Space is free of trash, wads of gum removed
	Floor mopped and dry (even on inclement weather)
	Doors, jambs, glass panels & trims are clean, no marks
	Walls are clean, no marks
	Interior glass partitions are clean, free of marks
	Glass surfaces, mirrors and pictures are clean
Interior areas (Entrances, foyers, lobbies, rotundas, corridors, stairways and landings, elevators, escalators – inspect 3x day)	Furniture is clean (tables, couches, statues, etc)
	Light fixtures are clean, free of dust
	Radiators are clean and free of dust
	Rails and ledges are clean, free of dust
	Elevator doors are clean, carpet is vacuumed
	Drinking fountains are clean and disinfected
	(Cabinet, drain, porcelain and fixtures)
	Trashcans & recycling containers are clean, relined
	Space is free of trash, wads of gum removed
	Carpeted floors are clean, no debris
Interior areas floors & stairs (same as above - inspect 3x day)	Hard floors are clean
	Baseboards and splashboards are clean
	Stairs and landings are mopped and clean
	Handrails are clean and polished
	Space is free of trash, wads of gum removed
Other areas (Courtyard, terrace, tunnel, subway – inspect 2x day)	Space is free of obstacles, boxes, furniture
	Floors are clean, mopped, free of debris
	Access doors are clean (inside and outside)
	Furniture is clean (tables, couches, statues, etc)
	Space is free of trash, wads of gum removed

[illegible]



[illegible]

**AOC – CP3.3 – Day Cleaning Operations**  
**Public Restrooms Day Cleaning Inspection Checklist**  
*(Form AOC-QS3.3/02-0404)*

ARCHITECT OF THE CAPITOL  
WASHINGTON, DC 20515

QUALITY MANAGEMENT  
Ford Building – Room H2-514

Date: .....  
 Building: .....  
 Inspector: .....  
 Employee: .....  
 Assignment: .....

**Instructions:** Mark satisfactorily completed items (sats) with ✓ or 1 and unsats with X, or 0 in “1-0” column. Unsats must be addressed on the spot. Re-inspect unsats and mark with 1/✓ or 0/X, as appropriate in column “C”. If still unsat, instruct on how to clean item. Ensure item is cleaned before leaving.

[illegible]

Notes: .....



[illegible]



UNITED STATES CAPITOL POLICE  
WASHINGTON, D.C. 20510-7218

CP-491  
(4-04)

**REQUEST FOR CHECK OF CRIMINAL HISTORY RECORDS**

Please report with: (1) A valid form of photo identification, (2) and this form to the Fairchild Building located at 499 South Capitol Street SW Washington, D.C., Room 127 between the hours of 7am until 3pm Monday through Friday for processing.

1. Name: (Last, First, Middle) \_\_\_\_\_ Address: \_\_\_\_\_  
Street & No. \_\_\_\_\_  
City & State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Tele: \_\_\_\_\_

2. Other Names Ever Used: (e.g. maiden name, nickname, ect. If you have never used another name write "None".) \_\_\_\_\_

3. Date of Birth: (Month, Day, Year) \_\_\_\_\_ 4. Birthplace: (City and State or Country) \_\_\_\_\_

5. Social Security Number: \_\_\_\_\_ 6. Gender: \_\_\_\_\_  
Male Female

7. Race: \_\_\_\_\_ 8. Height: \_\_\_\_\_ 9. Weight: \_\_\_\_\_ 10. Eye Color: \_\_\_\_\_ 11. Hair Color: \_\_\_\_\_

**SIGNATURE AND RELEASE OF INFORMATION:**

**READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:**

- I understand that the information provided above will be used to check the criminal history records of the Federal Bureau of Investigation (FBI).
- I consent to the use of the information provided in making a security determination concerning me.
- I certify that, to the best of my knowledge and belief, all of the information provided above is true, correct, and complete, made in good faith.

12. Signature: \_\_\_\_\_ 13. Date: \_\_\_\_\_



This SAMPLE - Provides the following information: 1. Minimum Limits which will be accepted for General and Automobile Liability and 2. Additional Insured, Certificate Holder and Cancellation Endorsement language.

ACORD. CERTIFICATE OF INSURANCE		ISSUE DATE (MM/DD/YY)
PRODUCER	<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</p> <p>COMPANIES AFFORDING COVERAGE</p>	
AGENT		
000-000-0000		
INSURED	COMPANY LETTER A	INSURANCE CARRIER
CONTRACTORS NAME AND ADDRESS	COMPANY LETTER B	
	COMPANY LETTER C	
	COMPANY LETTER D	
	COMPANY LETTER E	

## COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY				GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	\$
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV. INJURY	\$
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE	\$ 500,000
	<input type="checkbox"/>				FIRE DAMAGE (Any one fire)	\$
					MED. EXPENSE (Any one person)	\$
1	AUTOMOBILE LIABILITY	* Combined Single Limit Coverage Is Acceptable (Not less than \$720,000) <u>or</u>			COMBINED SINGLE LIMIT *	\$
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$ 200,000
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$ 500,000
	<input checked="" type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE	\$ 20,000
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
<input type="checkbox"/>	GARAGE LIABILITY					
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	\$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					
WORKER'S COMPENSATION AND EMPLOYERS LIABILITY	In the amounts required by the Laws of the District of Columbia				STATUTORY LIMITS	
					EACH ACCIDENT	\$
					DISEASE-POLICY LIMIT	\$
					DISEASE-EACH EMPLOYEE	\$
OTHER						

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS Contract No. and a Brief Project Description

Note: United States of America, acting by and through the Architect of the Capitol is included as an additional insured with respect to operations under this contract.

**CERTIFICATE HOLDER**

Architect of the Capitol  
U.S. Capitol Building  
Room SB-15  
Washington, D.C. 20515

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

**AUTHORIZED REPRESENTATIVE**

227187000



JANITORIAL SERVICES FOR THE UNITED STATES BOTANIC GARDEN

**PROVIDED FOR INFORMATION PURPOSES ONLY**  
**NOT TO BE SUBMITTED BY OFFERORS**

**PAST PERFORMANCE QUESTIONNAIRE FOR**  
**SOLICITATION NUMBER AOC RFP 070106**

The contractor listed below is being considered for a contract award by the Architect of the Capitol, Washington, DC. Your name has been provided as a customer reference regarding performance under a past contract with your agency/company. Your comments are considered Source Selection Sensitive, therefore, you are advised that your response will be safeguarded to the extent cited in the Federal Acquisition Regulation (FAR) 42.1503. FAR prohibits the release of past performance evaluations to other than other Government personnel and the contractor whose performance is being evaluated during the period the information may be used to provide source selection information.

In order to maintain the integrity of the source selection process, respectfully request that you do not divulge the name of the contractor nor discuss your comments on this questionnaire with any other individuals.

Your completion of this form will be greatly appreciated. Upon completion, please fax this form to: (866) 813-9541, Attn: Matt Hazlinsky.

**Past Project Information:**

1. Contractor (Prime): \_\_\_\_\_
2. Project Title : \_\_\_\_\_
1. Name: Agency/Company, POC \_\_\_\_\_ Date: \_\_\_\_\_
2. Phone No.: ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Position held or function in relation to project: \_\_\_\_\_

**Ratings:** Please evaluate the contractor's performance using the following ratings:

- |                  |  |
|------------------|--|
| “O” Outstanding  | The contractor's performance clearly exceeded the contract requirements. |
| “S” Satisfactory | The contractor's performance met the contract requirements.              |



- “M” Marginal      The contractor’s performance met the minimum contract requirements but with difficulty.
- “U” Unsatisfactory      The contractor’s performance was poor and/or did not satisfy contract requirements.

Please rate and provide supporting information for the following. If the rating is Outstanding or Unsatisfactory, please provide specific contract/job performance areas which were exceeded or not performed in accordance with the contract’s minimum requirements. (Use additional sheets as needed)

1. The relationship between the contractor and owner’s contract team/Contracting Officer/COR?.

\_\_\_\_\_ **Rating:** \_\_\_\_\_

2. The contractor’s on-site management and coordination of subcontractors.

\_\_\_\_\_ **Rating:** \_\_\_\_\_

3. The contractor’s overall corporate management, integrity, reasonableness and cooperative conduct.

\_\_\_\_\_ **Rating:** \_\_\_\_\_

4. Performance in meeting delivery/completion schedules: \_\_\_\_\_

\_\_\_\_\_ **Rating:** \_\_\_\_\_

5. What did the contractor do to improve schedule problems, if any? \_\_\_\_\_

\_\_\_\_\_ **Rating:** \_\_\_\_\_

6. The contractor’s quality control (CQC).

\_\_\_\_\_ **Rating:** \_\_\_\_\_

7. The contractor’s performance in delivering quality work in accordance with the contract:

\_\_\_\_\_ **Rating:** \_\_\_\_\_

8. The contractor’s ability to provide the required work at a reasonable total price.

Rating:

9. The contractor's compliance with labor standards, if applicable..

Rating:

10. The contractor's compliance with safety standards.

Rating:

11. Has the contractor been given any of the following: Cure notice, show cause, letters of reprimand, suspension of payments, termination? If yes, please explain.

Rating:

12. Would you award another contract to this contractor? If no, please state reasons for not recommending this contractor additional work.

Rating:

13. Was the customer satisfied with the end product?

14. Has the contractor been provided an opportunity to discuss any negative performance ratings? If so, what were the results?

15. Has the contractor filed any claims? \_\_\_\_\_ How many? \_\_\_\_\_  
and to what extent?

	Amount	Percentage	Comments
Claims outstanding/why?			

## 16. OVERALL RATING

**Rating:** \_\_\_\_\_

17. Please provide any additional comments:



AOC PAST PERFORMANCE QUESTIONNAIRE

IFB/RFP: 070106

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NAME/TITLE: \_\_\_\_\_  
AGENCY/COMPANY: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_